



Currumbin Beach Vikings Surf Life Saving Club Inc. Use of Club Vehicle Policy

Policy Register Number: CSLSC1.13

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Approved By: Club Council
Approved on: 13th August 2020
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Purpose:

Our Club vehicle policy describes our guidelines for use of Club vehicles. A “Club vehicle” is any type of vehicle the Club assigns to employees, volunteers or committee members to support their transportation needs for Club purposes or related. The Club has made an allowance for the private use of vehicles with strict conditions. To ensure that the Currumbin Beach Vikings Surf Life Saving Club’s Toyota 12 seater bus is operated according to Club policies and operating procedures to:

- Assist to make the movement of Club gear and equipment easier for the Club members.
- Minimise the chance of injury to Club members and members of the community.
- Minimise the chance of damage to Club gear and equipment.
- Minimise the risk of damage and limit the ‘wear and tear’ to the vehicle.
- Maintain a positive and favorable public perception of both the Club and in those that operate the vehicle.
- Minimise additional expenses to the Club

Scope;

This policy applies to the CSLSC Club Council, approved members and staff.

POLICY

1. Function

The primary function of the vehicle is to reduce the reliance on the use of Club Members vehicles for activities such as towing and transporting equipment, to enable Club Members that cannot tow trailers to do so to reduce costs borne by members who undertake regular club related travel and to provide a support vehicle to carnivals & events that club members are participating.

2. Authorised Operators

Before operating the vehicle all drivers must:

- a. Be a current member of the Club
 - b. Be a member of the Club Council, Club Employee or have been given approval by the Director of Surf Sports
 - c. Have read and agreed to this Policy by signing the vehicle out via the vehicle register
 - d. Have provided the Club with a copy of their most current Car Driver’s Licence.
 - e. Have provided the Director of Surf Sports with a signed copy of the Club Vehicle Declaration Form.
- The vehicle shall only be operated (driven) by persons 21 years and over, who hold a Full Queensland Drivers Licence (Car)
 - Persons who hold a Learners Licence (Car) or P platers are not permitted to drive the vehicle under any circumstances



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- Persons operating the vehicle shall at all times obey all road rules and regulations, such as obeying traffic signs, speed signs, parking restriction signs, displaying P plates, drink driving laws etc. etc.
- The vehicle must be returned with a full tank of fuel
- The borrower is responsible for all fines / damages that occur to the bus whilst in their possession.

3. Pre-operation check

Check the fuel and oil level, which should be an absolute minimum of half full of **Unleaded** – add fuel if necessary. Check for any obvious faults or damage. If there is any equipment in the vehicle, ensure it is secure.

4. General Operation

The Utility vehicle is normally housed in carpark outside the club or at the house of the Club Team Manager. Bookings for use should be made IN ADVANCE via email (preferred) to the Director of Surf Sports

5. Post Operation

At the completion of use, the vehicle is to be left clean and tidy. The time taken to clean the vehicle needs to be factored when making the booking. There is a dustpan / brush inside the cabin to assist with cleaning of the floor. Failure to leave it clean and tidy may result in future bookings being denied. The vehicle can either be washed down /cleaned at the Clubhouse

6. Fuel

The vehicle operates on ULP. The tank must always be returned with full tank. Reimbursement for Fuel must be pre-approved by the Club CEO or Director of Surf Sports for Club endorsed activities and events. Fuel must be paid for if used for personal use.

Where reimbursement of fuel cost has been pre-approved please pay for it yourself, obtain a receipt and submit the receipt along with an Expense Claim Reimbursement form to the Club Administrator (not applicable for personal use).

7. Personal Use

The bus can be used for personal use under the following conditions:

- a. A \$100 refundable deposit is paid, if the bus is returned to its pick up location, full of fuel and clean and tidy. Otherwise the bond will be forfeited. Please allow 1 week for the return of the deposit.
- b. If the bus has not been booked for Club or SLS events however fuel costs are the responsibility of the borrower.
- c. The person driving the bus must be an approved and financial member of the club. Under no circumstances is a non-member unless authorised / approved by the Club Council allowed to drive the bus.
- d. The borrower is responsible for all fines / damages that occur to the bus whilst in their possession.

8. Damage / Faults

- In the event of an accident, the Club CEO must be notified as well as the Club's Director of Surf Sports
- For minor faults / issues please notify the Director of Surf Sports
- For major faults / issues which affect the safe operation of the vehicle, please notify the Director of Surf Sports and place a 'Do Not Use' tag (located in the glove box) on the steering wheel.