



SIDE BY SIDE VEHICLE (SSV) PROCEDURES

INTRODUCTION

SSV operators must hold a current car driver's license currency: The license must not be expired and not be suspended / cancelled or have any restrictions, for example Interlocks. The license can be provisional or open; not learner.

Provisional license holders should be aware of any towing restrictions – please seek confirmation from the State/Territory road and transport authority of New South Wales. Also, Provisional license plates MUST be displayed on the SSV. SSV operators must have undertaken an SSV induction (familiarisation):

- The SSV induction must be completed by your Club Captain, IRB Captain or a Club Training Officer, approved, inducted and registered in Surfguard as holding the SSV Operator Induction award. There is no formal assessment.
- The SSV induction includes a familiarisation with the SSV used at MLSC, manufacturer's guidelines and standard operating procedures.
- The SSV operator's driver license number and the induction date must be recorded on Surfguard prior to operating the SSV during patrol operations.
- It is no longer a national requirement to undertake an annual SSV proficiency. Instead, the SSV operator's driving license must be current.

NOTE: Persons who hold a Learner's Licence (Car) are not permitted to drive the SSV under any circumstances.

SLSA SSV Code of Conduct. The SLSA SSV Code of Conduct must be read by all persons who wish to operate the MLSC SSV and is below.

SLSA SSV CODE OF CONDUCT

Purpose This Code of Conduct specifies requirements for All Side by Side Vehicle (SSV) operators as used in lifesaving operations settings.

Act Responsibly with Care and Professionalism

The SSV operator has a responsibility to the patrol, the community and the organisation to act in a responsible and considerate manner before, during and after the operation of the SSV. SSV operators are required to respect the coastal environment, ensuring that minimal impact is made on the environment by keeping to established trails where possible. Promote a Culture of Safety SSV operators must maintain the safe operation of the SSV, safety towards the public and themselves. SSV operators must understand their role in assessing risk while operating the vehicle. Promote safety at every opportunity.

The SSV is High Profile SSV operators must understand that SSVs are regarded as 'high profile' as they attract significant public attention. They are a large, powerful and potentially unstable and hazardous piece of equipment and must be treated with the utmost respect. SSV operators are responsible for maintaining a good public image and observing safe driving techniques at all times. The speed, noise, power and smell of the vehicle can be both annoying and frightening. Respect the right of the public to enjoy their time at the beach.

Understanding your Limitations

SSV operators must respect and understand their limitations, the operating environment and the capabilities of the SSV. The SSV operator is responsible for operating within their skill level.

Following Operating Procedures

Follow the normal operating procedures as laid down by SLSA training manuals and policy. SSV operators should make themselves aware of relevant State and council by-laws that govern the use of the SSV within their local environment. SSV operators should hold the relevant department of transport licence for operating their club SSV. Read and understand standard operating procedures to keep up to date with current issues. SSV operators have a responsibility to ensure the continued successful operation of this rescue service to the community.

SAFETY FIRST!

Users The MLSC SSV shall only be operated by Voluntary Patrol Members of Manly Life Saving Club who are either a Patrol Captain/Vice Captain and/or IRB Driver who have been inducted.

OR Members approved by the Club Captain and/or Director of Lifesaving who have been inducted.

Pre-operation check

Check the fuel level, which should be an absolute minimum of half full. Add unleaded fuel (no oil added) if necessary. Check the oil level. Add oil if necessary. Check tyre inflation. Check for any obvious faults or damage to the vehicle and report it.

General Operation

The SSV must be operated as per the SLSA SSV Code of Conduct and SLSA Policy

Operators should wear appropriate personal protective equipment, i.e. long-sleeved patrol shirt, patrol shorts, patrol cap, sun hat and protective 100% UV eyewear.

- Members are not to 'hang off' or sit in the back of the SSV while it is moving.
- Patients are not to be carried in the tray under any circumstances.
- All NSW road laws are to be obeyed. Operation on the road if necessary is to be of a careful and cautious nature.
- When driving the SSV on the beach great care must always be taken to keep clear of beach users.
- The speed limit in heavily populated areas and between the red and yellow flags is 5 km/h and 20 km/h in unpopulated areas.
- Be super-vigilant around people, especially young children who can be unpredictable.
- Great care is to be taken, in relation to keeping the SSV out of the salt water at all times.
- There are not only the corrosive effects, but the vehicle may be 'swamped'. There may be times e.g. Large High Tide when it is not practicable to operate the SSV on the beach, for any type of emergency. If driving for some distance along the beach, then be aware of the tidal conditions and changes.
- The SSV is not to be left running while unattended.
- Before moving the SSV, operators should perform a "walk around" to check for any obstacles.

Patrol Operation

During periods when the SSV is being operated at a patrolled beach under the supervision of the Patrol Captain the following equipment is to be located in the SSV storage unit (or with the operator) when the SSV is being operated. First Aid Kit, Oxygen Resuscitation Unit, Defibrillator, Rescue Tube, Swim Fins, Rescue Board, Loud Hailer as per the SLSA SOPs.

The SSV is only to be used for the following operations: -

1. Transport the Patrol Trailer to the beach at the start of the patrol and returning at the end of patrols, also the 2nd Patrol tent may be transported using the SSV at the start and end of patrol only. This should be at the latest 15 mins before start of patrol and no earlier than 15 mins before the end of patrol, unless agreement between the Patrol Captain and Manly Lifeguards.
2. Transport of the IRB to and from the water's edge from the boat shed (club).
3. Transport of the IRB to and from Manly Wharf in case of emergency.
4. Called upon in an emergency situation by either the Patrol Captain and/or Manly Lifeguards
5. Usage during Special Events by qualified/inducted members and approved by the Patrol Captain and in consultation with Manly Lifeguards.

When not in use the SSV is not to be driven up and down the beach unless in an emergency situation and should be stored in the boat shed. During "high traffic" periods, the SSV operator should use spotters to assist in the safe passage between the beach and boat shed, especially around the "pinch point" of the ramp and in front of the club. Post Operation At the completion of any beach use, the entire SSV is to be thoroughly cleaned down. This can be achieved by following the separate Wash Down Instructions. This covers the top, underneath and tray sections. If the SSV is going to last and be presentable, then such preventative maintenance is essential. Washing the 'top' (painted body) with warm soapy water is also advisable, if possible.

Fuel

The SSV operates on Unleaded petrol. It has a tank capacity of approximately 40 litres. The tank must always be an absolute minimum of half full. There are two spare 20 litre fuel drums for the SSV/RWC/Evinrude in the fuel cabinet and at least one of these should always be full. Damage / Faults In the event of any damage occurring to the SSV or if there are any faults, then the Club Captain or IRB Captain must be notified as soon as possible either in person, or by telephone or email. In the event that contact cannot be made with one of these people, then contact should be made with a member of the MLSC Board e.g. Club President or Secretary. In the event that any damage or faults to the SSV leave it unsafe to be operated, then the key is to be removed from the ignition switch and an Out of Service Tag clearly placed on it indicating that it is unsafe to be operated. (Suggest Tag applied to steering wheel)

SSV RISK MANAGEMENT

The Patrol Captain is ultimately responsible for all use of conduct (and misconduct) during patrol hours. Mitigate risk by:

- Briefing patrol/personnel before & during patrol
- Only permitted qualified/proficient drivers
- Speed minimised at all times
- Distance from in-water/on-beach patrons optimised
- Headlights and flashing lights always in use (SSV)
- IRB/RWC launching/beaching area signed

Note: Failure to follow these Procedures and/or the SLSA SSV Code of Conduct and/or SLSA Policy may result in disciplinary action against the individual and/or Patrol Captain.

REFERENCES AND ASSOCIATED DOCUMENTS :

SSV Operator Endorsement Vehicle Induction Checklist
SLSA Side-by-Side Vehicle (SSV) Operator Induction Guide
LS5.2 All-Terrain Vehicles – SSV SLSA Policy
SSV Cleaning Procedures