



## **TRACTOR USAGE POLICY**

### **Preamble:**

This purpose of this policy is to 1) specify the conditions under which Club Members and Club Staff shall be authorised to operate the Club Tractor, and 2) specify the circumstances under which authorised users shall be permitted to operate the Club Tractor.

This policy recognises also an overriding operational responsibility of the Club's Sailing Manager to ensure the safe and sustainable operation of Club sailing assets on the DSC site. With this in mind, any and all requests for use of the DSC Tractor which fall outside those listed here shall be directed to the DSC Sailing Manager. In the absence of the Sailing Manager, 1) the Club's Rear Commodore Sailing or 2) the Club General Manager.

The Sailing Manager will evaluate requests within the context of a number of variables including, but not limited to; scheduled Club Training and Sailing activities, prevailing weather conditions; the availability of suitably authorised operators noting in particular the usual rostered working hours of staff; and special instructions from Club Officers. The Sailing Manager hold final operational discretion at the Club with regard to use of the Tractor.

Mindful of the operating environment summaried above, written requests for use not made at least 72 hours before the intended use may be refused at the sole discretion of the Sailing Manager on the grounds of a lack of notice.

Demonstrable unauthorised and/or inappropriate use of the Tractor by any individual at any time will usually result in that individual being temporarily or permanently removed from the list of authorised users of the DSC Tractor. Allegations of unauthorised or inappropriate use shall be investigated by a panel of not less than three Full DSC Members appointed by Sailing Committee to conduct the investigation and report their findings and recommendations to the DSC Board for action.

## 1. Authorised Users of the DSC Tractor

An authorised DSC Tractor Operator;

- a) Holds a current car licence<sup>1</sup>
- b) Is a current Full member and/or employee of the Darwin Sailing Club
- c) Has a requirement either as a member of staff, or as a volunteer to regularly launch and retrieve boats at the DSC.
- d) Has demonstrated the relevant competency<sup>2</sup> specified by the DSC Tractor Induction Assessment (Attachment A), in the presence of an individual authorised by the Club to induct tractor operators<sup>3</sup>.
- e) Is listed as a current authorised Club Tractor Operator at the time they are using the Club Tractor.
- f) Adheres to all relevant Club policies, procedures and standards of conduct as they may relate to use of the DSC Club Tractor.

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<sup>1</sup> *In the case where a Sailing Instructor or Junior Member of the Club has not reached an age where they are eligible to hold an ordinary car license, an exemption to this condition can be made at the discretion of the DSC Sailing Manager.*

<sup>2</sup> *The Club will recognise 2 levels of competency with regard to tractor operators:*

- **Level 1** - *The competencies required for using the Tractor within the Inner Boat Park to move only Club owned boats and/or equipment.*
- **Level 2** - *The competencies and driving experience to operate the Club Tractor on a public road and/or to launch, retrieve and safely manoeuvre larger, trailer-able boats within the outer boat park, and/or to drive the Tractor on the open road for the purpose of refuelling.*

<sup>3</sup> *Darwin Sailing Club Sailing Manager, DSC Bosun, DSC Rear Commodore Sailing.*

## 2. Permitted Uses of the Darwin Sailing Club Tractor

The Darwin Sailing Club permits the following uses of the Darwin Sailing Club Tractor

### 2a. Inner Boat Park

- a) Launch and retrieval of powerboats for use in recognised Club Training, Coaching and Sailing Activities.
- b) Launch and retrieval of Club's fleet of Elliott 7's
- c) To ferry boats and/or equipment between the clubhouse, storage areas and Vesty's Beach launching area in front of the launching ramps.
- d) To assist DSC staff and volunteers to perform routine maintenance and clean-up tasks.
- e) To assist members in the inner boat park to launch / retrieve privately owned boats.

### 2b. Beyond the Inner Boat Park

- f) To assist DSC staff and volunteers to perform routine maintenance and clean-ups in the outer boat park.
- g) Refuelling the tractor at the nearby PUMA service station (High range may be used if travelling to Service Station)
- h) At the written request of Club Members who are current<sup>4</sup> Boat Park tenants to launch and retrieve privately owned vessels.
- i) At the request of Emergency Services (e.g. in the case of a cyclone clean-up)

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<sup>4</sup> *For the purposes of this policy any tenant in financial arrears, or in breach of any aspect of the terms specified in the Club's Boat Park Storage agreement will not be considered "current".*

### 3. Standard Tractor Operating Procedures:

- a) The Tractor key is stored on the key rack in the tower. (Spare in key cabinet in office).
- b) The tractor manual, induction register and this a copy of this policy shall be located in the tower.
- c) Completion of the inspection check form is required by the first operator each day including diesel level, engine oil, transmission and brake fluid levels and tyres prior to use.
- d) The operator is responsible for ensuring the tractor has adequate fuel (at least ¼ tank).
- e) For routine operations Low Range and 2WD should be used. Only engage 4WD, or 4WD + Diff Lock, if necessary and operating on sand or loose surfaces. When on hard surfaces 4WD must not be engaged
- f) Gears must NOT be changed while the tractor, or any attached trailer, is on a ramp, or incline. Select the correct gear before entering the grade.
- g) Not immersing the tractor in salt water – Do not go deeper than the bottom of the rear wheels (only the rubber tyre in water)
- h) Using the southern boat ramp when OTB boats are in use, or there are people in the vicinity of the rotunda.
- i) Launching/retrieving boats should only take place when the water level is at least 1.5M above chart datum. The tractor should not be driven on the mud.
- j) Keeping a proper lookout when driving, reversing and towing boats or operating attachments.
- k) Avoiding causing disruption to general public recreating in the area.
- l) Limiting, wherever possible, the area the tractor travels along the beach to launch and retrieve boats.
- m) Removing the tractor from the beach as soon as practicable after boats have been launched.
- n) Only use specified tow points.
- o) Safety chains must be used.
- p) Before dismounting, switch engine off and engage parking break.
- q) Removing the keys from the ignition when the vehicle is not in use and returning them to the tower key board.
- r) The specified roll bars may not be modified in anyway (it is an offence to do so).
- s) Promptly reporting maintenance issues – in writing to the Sailing Manager AND complete the maintenance log.
- t) Under NO CIRCUMSTANCES is it permitted to carry passengers on the club tractor or attached trailers. The vehicle is to be thoroughly washed down to remove salt and sand at the end of each day of operation, to extend the life of the vehicle.
- u) Tractor is to be locked in the compound each evening, by the last operator. If you don't know who will be using the tractor after you, lock it up!
- v) Use of the Tractor for any purpose by any individual who is under the influence of drugs and/or alcohol is strictly prohibited.

## Attachment A – TRACTOR INDUCTION

DARWIN SAILING CLUB TRACTOR INDUCTION ASSESSMENT			V2.1 oct 2019	
Name of Inductee:		Member No. & Expiry Date:	Car License & Exp Date:	
		Competent (Y/N)	Date	Assessor Initial
<b>1. REQUIRED KNOWLEDGE ASSESSMENT</b>				
<b>1.1 The inductee as demonstrated they have read, understand and agree to comply with the following DSC Policies and Procedures</b>				
1.1.1	DSC Tractor Usage Policy - Authorised Users of the Tractor			
1.1.2	DSC Tractor Usage Policy - Authorised Uses of the DSC Tractor			
1.1.3	DSC Tractor Usage Policy - Standard Operating Procedures			
1.1.4	DSC Boat Park Rules and Regulations (as per DSC yearbook)			
1.1.5	DSC Code of Ethics and Conduct			
1.1.6	DSC Accident and incident reporting process.			
1.1.7	Location of Tractor Key			
1.1.8	Location of Tractor Log Book			
1.1.9	Location of the maintenance blackboard			
<b>Overall Competency REQUIRED KNOWLEDGE</b>				
<b>2. REQUIRED SKILLS ASSESSMENT</b>				
<b>2.1 LEVEL 1 - The Inductee must, without assistance demonstrate the following 7 competencies</b>				
2.1.1	Locate and access all lubrication points			
2.1.2	Safely connect, disconnect and store safety chains			
2.1.3	Safely operate all controls including signals, transmission, parking brakes, ignition and linkages			
2.1.4	Safely operate the Tractor to negotiate in forward and reverse both DSC Boat ramps			
2.1.5	Safely operate the Tractor unassisted to enter and exit the beach area with a load			
2.1.6	Safely connect, tow, launch and retrieve a DSC Rhib from the Rhib Storage Compound			
2.1.7	Safely connect, tow, launch and retrieve a DSC Elliott from the Elliot Storage compound			
<b>Overall Competency REQUIRED SKILLS - LEVEL 1</b>				
<b>2.2 LEVEL 2 - The Inductee must, without assistance demonstrate the following 5 additional Competencies</b>				
2.2.1	Safely operate the Tractor unassisted to launch and retrieve a registered trailer able vessel from the DSC Ramp			
2.2.2	Safely operate the Tractor unassisted to tow a registered trailer able vessel from Inner to Outer Boat Park			
2.2.3	Safely operate the DSC Tractor unassisted to locate a trailer able vessel into a single Outer Boat Park allotment			
2.2.4	Safely operate the DSC Tractor obeying all road rules to navigate a lap from the DSC passing the Darwin Ski Club			
2.2.5	Safely operate the DSC Tractor unassisted obeying all road rules to refuel the Tractor at the nearest station			
<b>Overall Competency REQUIRED SKILLS - LEVEL 2</b>				
<b>3. AUTHORISATION</b>		PRINT NAME	Date	Sign
1. As the Inductee, I have completed all aspects of this induction as indicated above				
2. As the Assessor, I am satisfied this Inductee meets the requirements of a DSC Tractor User <b>AND</b> has demonstrated the required Knowledge and Skills to operate the DSC Tractor - Level 1				
3. As the Assessor, I am satisfied this Inductee meets the requirements of a DSC Tractor User <b>AND</b> has demonstrated the required Knowledge and Skills to operate the DSC Tractor - Level 2				