



Tractor Policy - DRAFT

Kubota Tractor

1. The tractor may only be operated by an authorised person who:
 - a. Holds a current car licence, and
 - b. has completed a tractor induction session, and
 - c. Has a requirement to operate the tractor for regular launching and retrieving of club and/or private boats, or other approved activity. In practise this means DSC staff and regular volunteers.
2. Generally, club members will only be permitted to operate the tractor to move registered road trailers.
3. The tractor may be used to ferry boats and equipment between the clubhouse, storage areas and Vesty's Beach launching area in front of the launching ramps.
4. The tractor may also be used for a variety of other tasks around the DSC, subject to the approval of the Sailing Manager.
5. The tractor must be operated with due care and consideration at all times, which means;
 - a. Completing the daily checks and signing these off in the tractor log
 - b. Using low range and travelling at low speeds within the boat park, club grounds and launch area.
 - c. Not immersing the tractor in salt water – Do not go deeper than the bottom of the rear wheels (only the rubber tyre in water)
 - d. Do not drive the tractor on the mud. Launching/retrieving boats should only take place when the water level is at least 2.75M above chart datum.
 - e. Keeping a proper lookout when driving, reversing and towing boats or operating attachments.
 - f. Avoiding causing disruption to general public recreating in the area.
 - g. Limiting, wherever possible, the area the tractor travels along the beach to launch and retrieve boats.
 - h. Removing the tractor from the beach as soon as practicable after boats have been launched.
 - i. Only use specified tow points.
 - j. Removing the keys from the ignition when the vehicle is not in use and returning them to the tower key board.
 - k. The specified roll bars may not be modified in anyway (it is an offence to do so).
 - l. Promptly reporting maintenance issues – in writing.
 - m. Only approved members of the DSC staff and authorised members are permitted to drive the tractor to the BP service station (High range may be used if travelling to Service Station).
6. **Under NO CIRCUMSTANCES is it permitted to carry passengers on the club tractor.**

Tractor Operating Procedures:

- a. Tractor key is stored on the key rack in the tower. (Spare in key cabinet in office).
- b. The tractor manual, training register and induction checklist sheets are located in the tower).
- c. Daily check sheet is on the tractor (left hand side of seat)
- d. Daily inspection and 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. 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.
- f. Only engage 4WD, or 4WD + Diff Lock, if necessary and operating on sand or loose surfaces.
- i. Note: using 4WD and Diff Lock on pavement causes significant wear and tear on the mechanical drive components and tyres. When on hard surfaces 4WD must not be engaged.
- g. 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.
- h. 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!

Weekly:

- a. Spray grease (Lanotech or similar)
 - a. all brake and throttle linkages
 - b. All ball joints on three point linkages
 - c. All exposed threads on linkages
 - d. All trailer hitches, safety chain shackles and jockey wheels
 - e. All trailer springs and spring shackles

End of season:

- a. Tractor service (Airpower)
- b. Fill diesel fuel tank. (A full tank minimises the amount of (humid) air and significantly reduces the chance of fuel contaminants growing in the diesel.
- c. Treat any rust with rust stabilizer, then paint with a zinc rich "galvanizing" paint. Cover with Kubota orange paint (two coats).
 - a. Note: the joint between the inner and outer rear wheel guards are a problem area. Airpower recommends that this be treated with fish oil, at least annually.