



# Lorne Surf Life Saving Club

## Response Vehicle Policy

**Effective Date:** 2 November 2023  
**Approval:** Lorne Surf Life Saving Club Executive Committee  
**Review Date:** 2 November 2024

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### Purpose

This document describes the management of the Lorne SLSC 4x4 Response Vehicle: **Isuzu D-Max 4x4 Crew Cab LS-M Auto**

### Scope

This policy applies to all Lorne Surf Life Saving Club (LSLSC) and Life Saving Victoria (LSV) personnel when engaging in the operation and use of the response vehicle.

### Policy Statement

LSLSC requires all response vehicle drivers to adhere to the established policies, SOP's and guidelines of LSLSC and LSV to ensure safe and effective practices relating to vehicle use.

It is the individuals operating the response vehicle to know where to access and be familiar with these policies, SOP's and guidelines.

### Responsibilities

#### Controlling Executive delegate

**Club Captain.** The club captain is responsible for approving vehicle use outside daily patrols and Emergency Call out taskings, including enforcing appropriate vehicle usage.

#### Managing delegate

**Gear Steward.** The gear steward will be responsible for monitoring vehicle maintenance requirements and enforcing appropriate vehicle usage.

#### Administrative delegates

**Club Secretary, Club Administrator and IT Officer.** Driver applications and E-Roads.

### Definitions

Name	Definition
LSLSC	Lorne Surf Life Saving Club
LSV	Life Saving Victoria
SOP	Standard Operating Procedure
Response Vehicle, Vehicle	Lorne SLSC Isuzu D-Max Response Vehicle
Driver, Operator, Users	Persons using the vehicle including passengers
ATV	All-Terrain Vehicle



## Conduct

The Response Vehicle is highly visible; therefore, users must demonstrate a culture of safety, professionalism, courtesy, respect, and adherence to road rules. The conduct of users will reflect both positively and negatively on both the LSLSC and LSV.

The use of the Response Vehicle and subsequent perception of the LSLSC within the Lorne community is of particular importance.

## Procedure

### Vehicle storage

Vehicle is to be locked and stored in either:

- Lorne SLSC Industrial Estate indoor bay
- Lorne SLSC gear shed
- Any allocated parking location approved by the local Land Manager

Keys are to be stored in lock box with the code changed annually or as required.

The vehicle is not to routinely be stored outdoors overnight outside the peak summer period.

Please be mindful as to the safety and security of equipment stored on the roof racks.

When in use throughout the day, the vehicle should be stored in a parking bay and **not** obstruct beach access, emergency service access zones or disabled car parks.

If storing in the gear shed, ensure this does not impact other LSLSC stakeholders i.e. nippers, competition, events etc.

## Vehicle usage

### Primary purpose

The **primary purpose** of the vehicle is for operational patrols and lifesaving support operations to routine patrols in Lorne and the Surf Coast.

**Priority usage is given to the patrol of the day.** Funding of this vehicle has come through the Victorian State Governments Volunteer Emergency Services Equipment Program, with support from Life Saving Victoria.

If a patrol is active at Lorne, the **mobile radio must be on** so that the vehicle can be contacted by the patrol. The patrol captain or senior lifeguard should have control of the vehicle keys when on standby.

The vehicle should **not** be used for routine towing of equipment on/off the beach, ATV's should be used in this instance.

The Response Vehicle can be used for local (within Lorne), routine club activities such as:

- Club hosted events
- Collecting fuel and supplies
- Transportation of lifesaving equipment for response or training purposes
- Emergency call outs



During an emergency the Response Vehicle must be made available to and used under the direction of the Lorne Patrol Captain or Senior Lifeguard on duty.

### Secondary purpose

Where the primary use is not impacted, the vehicle may be used for a **secondary purpose** after consultation with the Controlling Executive delegate:

- Transportation of lifesaving equipment for maintenance and servicing
- Towing of competition equipment to carnivals
- Other usage as approved

### LSV Lifeguard / Support Operations use

In supporting the primary purpose, from time-to-time LSLSC will have an agreement with LSV for Lifeguards and support operations staff to use the vehicle and will take priority over secondary purposes.

All LSV staff who will require use of the response vehicle should have their details forwarded to the vehicle manager by the Chief Lifeguard at the beginning of each season and complete the application form.

## Driver Requirements

The vehicle must only be used by an approved Lorne SLSC members who hold a Full Drivers Licence unless otherwise authorised to do so. Drivers must complete a driver application prior to any use and renew this application each year.

The driver application form is available on the Lorne SLSC web site or [here](#).

Drivers who have a P2 (Green) probationary licence may operate the vehicle if authorised by the executive committee through the application process. P Plates must be always displayed as required by law and is the sole responsibility of the driver.

L Plate drivers are not permitted to drive the vehicle.

### Driver Age

Due to potential insurance excess amounts, it is strongly preferred that drivers are **over the age of 25** when performing nonpatrol related tasks. i.e. transporting equipment to carnivals or maintenance. When patrolling, it is again preferred the driver is **over the age of 25**, however this should be balanced with operational demand requirements.

### Who can drive the vehicle?

- Executive Committee Members
- Patrol Captains & Vice Captains
- Emergency Callout members
- Members by exception
- LSV Lifeguards and Support Operations Staff



## Driver applications & approvals

The Controlling Executive delegate will approve all driver applications and the Lorne SLSC Executive will review all driver as required. To ensure access prior to the season, all applications should be submitted by November 30 each year. There may be a delay if submitted after this date.

Drivers must submit annually:

Step 1 – Apply via the online form [here](#).

Step 2 – Via email to [driver.applications@lornesurfclub.com.au](mailto:driver.applications@lornesurfclub.com.au) submit:

- Front and back copy of driver's license

## E-Roads & Vehicle use log

All drivers, at the beginning of their journey, must sign into the E-Roads terminal on the dashboard device. ERoad login details must not be shared with other members.

E-Roads serves as a vehicle use logbook. Accountability for any traffic infringements incurred whilst operating the response vehicle lies with the driver. Failure to sign in may result in access to the vehicle being rescinded.

## Operation

### General

Lifesaving vehicles must abide at all times with speed limits and all relevant laws and regulations relating to vehicles (including registrations, speed, seatbelts, red-lights, parking). Lifesaving vehicles are not exempt from any fines and infringements, including during emergencies.

A 0.00 BAC (Blood Alcohol Concentration) must be always maintained during operation.

Operation outside daylight hours will be limited to primary and secondary purposes.

### Reversing

When reversing, particularly whilst towing or slow manoeuvring around obstacles, always have a spotter present to ensure the vehicle is not damaged in the process.

### Vehicle Warning Lights & Sirens

Vehicle warning lights should be used in accordance with LSV **SOP 3.02** found [here](#). Lights are to be used when manoeuvring off-road. **Lights and/or sirens should not be used on public roads**, which includes all gravel roads.

Life Saving Vehicles are not defined as an Emergency Vehicle under the *Road Safety Act 1986 (Vic)* and *Road Safety (Vehicles) Interim Regulations 2020*, therefore it is illegal to operate lights and/or sirens whilst driving on public roads.



## Beach Driving

Any beach driving must be undertaken in accordance with LSV **SOP 3.02** found [here](#).

Beach driving should be limited to instances where:

- an ATV is not available
- it is absolutely necessary for a primary use
- The driver is familiar with off-road driving
- A recovery vehicle and equipment are available
- All beach driving activities are above the high tide line

## Cleaning

The Response Vehicle should be thoroughly rinsed with water at the end of each patrol to avoid corrosion. If the vehicle has been used on the beach extra focus should be placed on rinsing the underside and brakes of the vehicle.

Any rubbish should be removed and excess sand swept out of the vehicle as a part of the end of patrol procedure.

## Refuelling

The patrol vehicle runs on **DIESEL FUEL ONLY**. Fuel can be purchased at the Lorne Shell Station on the Lorne SLSC account. Operators are required to Sign, write their full name and narrate "4x4 Fuel" on the receipt.

Fuel can also be purchased from any Shell Station throughout Australia.

Please log the kilometres each time a re-fuel takes place to enable auditing of fuel consumption.

If the wrong fuel is put in the vehicle, **DO NOT** start the vehicle.

## Mobile Phone use whilst driving

There are no exemptions for the use of mobile phones whilst operating the response vehicle. Any infringement is the responsibility of the driver.

## Emergency Call Outs

Should be conducted as per LSV **SOP 5.06** found [here](#).

## Engaging and Disengaging 4x4

The vehicle should only be in 4x4 for on beach use, or off-road conditions which merit the use of 4x4. **The vehicle must be in 2 Wheel Drive for use on roads.**

### Engage 4x4 (when traveling onto sand surface)

1. Stop vehicle.
2. Switch transmission dial to 4H (High).
3. Drive to conditions.

Note: 4L (Low) should only be used in difficult situations at very low speed

### Disengage 4x4 (when back on road surface)

1. Stop Vehicle.
2. Switch dial to 2H



## Towing

Maximum towing capacities.

**Braked:** 3500kg (a trailer that has mechanical, hydraulic or electric brakes)

**Unbraked:** 750kg (no trailer brakes fitted)

**Max tow ball weight:** 350kg

## Access Instructions

### Before Starting

1. A delegated and approved member attend the Lorne Industrial Estate
2. Access keys, lock safe
3. Disconnect trickle charge
4. Check:
  - a. Engine Oil Level
  - b. Fuel
  - c. Coolant Level
  - d. Tires (visual inspections)
  - e. Windscreen washer fluid
  - f. Internal and external equipment secured
  - g. Ensure no loose items in cabin
  - h. All lights and brake lights, including trailers

### End of day

1. Refuel
2. Return to Industrial estate
3. Park in allocate bay
4. Connect trickle charge
5. Lock Vehicle
6. Stow keys in key safe

## Accidents involving Lifesaving Vehicles

In the event of an accident involving the Response Vehicle, members should follow the LSV **SOP 3.01** found [here](#).

Additionally, immediate phone contact should be made with a member of the Lorne SLSC Executive, i.e. Club Captain, President, Secretary, Treasurer.

## Insurance

The Lorne SLSC Response Vehicle will be covered by SLSA's insurers, Marsh. This insurance needs to be reassessed annually by the vehicle manager and club Treasurer.

## Roadside Assistance

The Lorne SLSC Response Vehicle is covered by Isuzu ute roadside assistance for 7 years and RACV. Members should preferentially contact RACV.

RACV Roadside Assistance: 13 11 11

Isuzu Roadside Assistance: 1800 883 883.

## Usage on Toll Roads

A Lorne account with Linkt covers use of the Response Vehicle on Australian Toll Roads.



## Servicing and Maintenance

Organising maintenance will be the responsibility of the Gear Steward. The vehicle should be serviced at the end of each season and as required.

Any items or defects of concern detected throughout pre-start checks, operation, or post operation checks are to be raised and logged with the Gear Steward.

## Vehicle Details

**Make:** Isuzu

**Model:** D-Max 4x4 LS-M Auto

**Engine:** 3.0L Diesel

**Registration:** 1UZ 6GT

**Manufactured Year:** 2021

## Equipment Requirements

As per the LSV **SOP 3.02** found [here](#).

- Rescue Board (pending secure to do so)
- Rescue Tube and Fins
- First Aid Kit
- Defibrillator
- Oxygen Resuscitation Kit
- Spinal Board (pending secure to do so), straps and carry handles
- Torch

The vehicle is installed with a mobile radio; however, a portable radio and mobile phone should also be carried during an emergency call out.

Secondary purpose use may require this equipment being removed, especially where the vehicle may be stored outdoors.

## Breach of Policy

Any breach of this policy is subject to an individual's access to the vehicle being rescinded and referral to the club disciplinary committee.