

<b>DEPARTMENT: Administration</b>	<b>SUBJECT: Truck Usage Policy</b>	
<b>AUTHORISED BY:</b> Club Council 12/06/2011		
<b>ISSUE DATE:</b> July 2010	<b>VERSION:</b> 1	<b>PAGES:</b> 1

## **SCOPE**

This policy applies to use of the Noosa Heads SLSC surf truck (4WD).

## **OBJECTIVES**

This policy is to ensure club surf truck usage accountability.

## **SPECIFICATIONS**

The club surf truck (4WD) is to be managed by the administration office from Monday to Friday. On weekends and Public holidays the truck is to be managed by the Club Captain.

## **PROCEDURE**

### **Weekday Usage**

1. During the week all operations of the vehicle are limited to hard surface driving. Beach driving will only be permitted with prior approval from the Active Club Manager (ACM) or, in the absence of the Manager, the Club Captain.
2. Bookings are required for all weekday usage and must be recorded in the administration diary and approved by ACM.
3. The Club Captain should be advised of intended usage during the week whenever possible.
4. The key is to be kept in club administration along with the truck log book.
5. All travel details must be recorded in the truck log book.

### **Weekend & Public Holiday Usage**

6. The operation of the surf truck on weekends and public holidays may be on the roads or beach as determined by the Patrol Captain on duty in consultation with the Club Captain.
7. Use is strictly limited to patrol times or for after hour emergency callouts and requires authorisation from the Patrol Captain on duty or the Club Captain.
8. The key for weekend use is to be kept in the locker in the Captains Room.

**NB: Use of the vehicle without approval at any time may result in disciplinary action.  
Alcohol is not permitted to be consumed in the vehicle by any persons.**