SEALS Vehicle Use Policy

FACULTY OF SCIENCE, MEDICINE AND HEALTH
SCHOOL OF EARTH, ATMOSPHERIC & LIFE SCIENCES
SEALS Vehicle Use Policy

Date approved: 2/10/2020  Date Policy will take effect: 2/10/2020  Date of Next Review: 1 October 2021

<table>
<thead>
<tr>
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<tbody>
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<td>Responsible Faculty/Division &amp; Unit:</td>
<td>Faculty of Science Medicine and Health  School of Earth, Atmospheric and Life Sciences</td>
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Purpose of Policy

The School of Earth, Atmospheric and Earth Sciences (SEALS) maintains a number of vehicles and trailers (refer to Appendix 1 for details) to support the teaching and research activities of the School, particularly with regard to fieldwork. The fleet includes vehicles owned by SEALS and the Centre for Sustainable Ecosystem Solutions (CSES).

The primary purpose of this policy is to ensure the safe and efficient use of vehicles and to work within the relevant Australian road rules and regulations. Adherence to this policy will benefit operations of the school.

The policy is also intended to ensure:
- The reliability, and good performance of vehicles
- That users have access to appropriate training and support
- That the vehicles are appropriately used and managed

Application & Scope

This policy applies to all persons using vehicles managed by SEALS and registered with the NSW RMS, and includes associated safety and recovery equipment.

It is the responsibility of every authorised driver to understand and comply with this policy.

Supervisors have the responsibility to ensure that all students and visitors within their research group are aware of, and abide by, this policy.

The policy is to be used in conjunction with relevant University policies and agreements.

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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4. Authorised Drivers

Only authorised drivers are permitted to drive SEALS vehicles. In order to become authorised, an individual must:

2. Have a current and appropriate licence.
3. Complete a SEALS face to face vehicle induction – contact seals-fieldequipment@uow.edu.au to schedule an induction.
4. Have an approved Vehicle Register in FESS.

If a 4WD vehicle is to be used off-road, the driver must have completed a 4WD course up to and including instruction on the safe use of the winch, or have demonstrated equivalent experience to the satisfaction of the Head of School (copies of qualifications/certificates will suffice). Off-road users must also complete FESS register “3. Off-Road use of a SEALS Vehicle”.

It is the responsibility of authorised drivers to maintain currency of their drivers licence. Under no circumstances is a person to drive a SEALS vehicle without a valid driver’s licence. After renewal of a licence, the driver must have their new licence sighted by a member of the FESS Field Support Team before driving a SEALS vehicle. If at any time an authorised driver’s licence expires, is revoked, or the driver is otherwise disqualified from driving, it is the responsibility of the driver to notify the FESS Field Support Team so that their name may be removed from the register.

It is the responsibility of an authorised driver to comply with all traffic rules and parking ordinances. All authorised drivers are personally responsible for driving law infringements. This includes RMS speed cameras, red light cameras and parking infringements.

Except in cases of emergency, an authorised driver shall not permit any other person who is not an authorised driver to drive the vehicle. Any incident which requires an unauthorised person to drive the vehicle must be reported to the FESS Field Support Team as soon as practicable.

5. Vehicle Booking

5.1 SCHEDULE OF FEES

Vehicle hire charges are based on the cost of ownership, including the cost of replacement, maintenance, running costs and the cost of specialist equipment (e.g. 4WD recovery equipment). A list of the vehicles available for hire, and the current hire rates, can be found in Appendix 1. These rates will be reviewed on an annual basis and may change to reflect changes in the cost of ownership.

5.2 BOOKING A VEHICLE

Vehicles should be booked in the FESS online booking system at http://fess.uow.edu.au. Bookings should be made with the start and end time clearly indicated. Please remember to include packing/unpacking and cleaning time and check all bookings for accuracy.

5.3 BOOKING PRIORITIES

Normally, priority for users is:
Buses:
1. SEALS teaching requirements – undergraduate student field trips.
2. SEALS academic and postgraduate research projects.
3. Outside users – other schools or approved users.

4WDs:
1. SEALS teaching requirements and remote area field research that require 4WD capabilities to access a field site.
2. SEALS users that require the transport capacity (e.g. transporting equipment such as SCUBA tanks that must be separated from the personnel cab, or a large amount of equipment) and/or towing capacity of the 4WD vehicles.
3. Other SEALS business including local research and teaching.

In circumstances where a vehicle requires urgent repairs or essential maintenance, bookings for such works will take priority over all other use to ensure the vehicles are in a safe working condition.

Alternatives exist for the hire of vehicles where 4WD or towing capabilities, or large transport capacity, are not necessary (e.g. when travelling for meetings). In these cases, users should consider hiring external vehicles. Hire cars can be booked through UOW Travel Hub.

5.4 BOOKING CLASHES
In the event of booking time clashes, and/or where it is seen that a subsequent booking should take precedence, the individuals involved should negotiate the most reasonable resolution based on equity, efficiency and economy. If individuals are unable to reach a satisfactory resolution, then the matter will be referred to the HOS.

5.5 CANCELLATION OF A BOOKING
The vehicles are often heavily used; as a courtesy to other users it is essential to cancel or modify bookings as soon as possible when plans are changed. Cancellations on the day of booking should be made no less than an hour before the booking time. When returning from a field trip earlier than expected, the vehicle can be “returned” in FESS by opening the booking and clicking the “Return Now” button. This will ensure other users can book the vehicles if necessary.

Where bookings are not cancelled or altered to reflect the actual use period, the person booking the vehicle will be charged a hire fee of $20 per day for the entire time the vehicle is booked, regardless of actual usage.

6. Pre-departure Checks for Long Trips.
Whilst the Vehicle Manager ensures that the vehicles are regularly serviced and maintained, it is the driver’s responsibility to undertake basic pre-start checks. To ensure that vehicles used by authorised drivers are clean, tidy and maintained in good repair, it is important to protect, monitor and report the condition of vehicles. All users should inspect the interior and exterior of the vehicle for damage before commencing a trip regardless of the distance to be travelled.
6.1 4WD DRIVE CARS
Prior to a remote region trip, the authorised driver should undertake an inspection of the vehicle and its ancillary safety and remote region equipment. This may include the loading of trailers. A Vehicle Safety Checklist (Appendix B) and Trailer Safety Checklist (Appendix C) can be used for this purpose.

For shorter trips, a simple inspection will suffice to assist in keeping vehicles in the best possible condition. If you think the vehicle is damaged and not fit for use, do not operate it!

Basic driver checks include:
- Walk around and check for vehicle body damage (scratches, dents, breakages, missing equipment), tyre condition and lights. On the vehicle damage check list (Appendix D), mark the location of the fault and damage and email seals-fieldequipment@uow.edu.au as soon as possible.
- Review the vehicle’s interior and note if the vehicle is soiled (spillages, dumped rubbish, unclean).
- Check the cleanliness of windows and mirrors.

Please note:
- Mobile phones must not be used unless there is an approved hands-free kit available.
- Vehicles which are unattended must be locked at all times.
- Smoking is not permitted in vehicles under any circumstances.
- A record keeping folder is located in every vehicle. This is to be filled out before and after every trip.
- All potentially dangerous materials (including fuel, augers, axes and heavy items) should be stowed outside the vehicle cabin, in a trailer or behind the cargo barrier if this is not possible.

6.2 BUSES
All users are required to do a pre-start check before every trip as prescribed in the RMS Heavy Vehicle users Handbook at: http://www.rms.nsw.gov.au/roads/licence/documents-forms.html#HeavyVehicleDrivers'Handbook

Please consult the RMS handbook and/or the vehicle handbook if unclear of how to do this. Vehicle handbooks are located within all vehicles.

6.3 TRAILERS
Before towing a trailer, ensure you understand how to connect it safely and if fitted, how the braking system works. Please refer to RMS or contact the FESS Field Support Team if unsure. Care must be taken when towing a trailer as the overall stability of the vehicle is usually reduced. Trailers should not be overloaded. The load limits for individual trailers should not be exceeded.

7. Maintenance When Using a Vehicle
It is the responsibility of the authorised driver/s to undertake regular safety maintenance checks on an extended field trip. A guideline for a simple maintenance check follows:
- Remove dipstick and check engine oil.
- Check tyre pressure and adjust for road conditions when possible.
- Visually check other fluid levels e.g. coolant, brake fluid, power steer, window washer.
- Visually check for leaks around engine bay, around the vehicle and on the ground. (note water is produced by car air conditioners and may pool under the vehicle but this should not be coloured).
• Check battery and fan belt condition.

• Turn ignition to “on” position, when the GLOW LIGHT turns off start the engine and check for warning lights and check the fuel level. (Read the vehicle operation manual if you are not familiar with diesel starting procedures).

If at any time, you become aware of any problem that makes the vehicle unsafe, you should stop the vehicle as soon as it is safe to do so. Please report the problem to the FESS Field Support Team and seals-fieldequipment@uow.edu.au as soon as practical. Contact the NRMA Roadside Assist for immediate assistance.

8. On Completion of Your Trip

When a field trip is completed, users should review the vehicle’s interior and remove personal belongings! Inspect around the vehicle to confirm it is undamaged. Report any vehicle faults to seals-fieldequipment@uow.edu.au as soon as possible.

8.1 REFUELLING

All SEALS vehicles are DIESEL. There are fuel cards provided in each vehicle for Caltex and Shell outlets. Drivers are responsible to refuel vehicles that are less than half full on their return journey. Fuel card pin numbers are supplied during the driver induction process.

8.2 CLEANING VEHICLES

It is the user’s responsibility to ensure the vehicle is returned clean. All vehicle bookings must include sufficient time to clean the vehicle prior to returning it. Where vehicles have been driven through dusty or muddy terrain, ensure that the underside of the vehicle is clean as well.

If a vehicle has been used to launch or retrieve a boat, or used in a salty environment, the vehicle MUST be hosed down after use.

The fuel cards can be used for car washes at the corresponding service stations. Other car washes can be used (e.g. Car Lovers in North Wollongong) but it is the user’s responsibility to obtain a receipt in order to be reimbursed. Do not take “Felicity” (CS22FL) or “Xena” (CB63XR) through an automatic carwash you will break the UHF radio antenna.

If you find a vehicle has not been cleaned by a previous user, please email seals-fieldequipment@uow.edu.au as soon as possible. Include the date and time that you used the vehicle. It will be the responsibility of the previous user to have the vehicle cleaned. It is important that you notify seals-fieldequipment@uow.edu.au immediately if a vehicle needs cleaning, otherwise you may be held responsible.

If a vehicle is not sufficiently cleaned following use, a cleaning fee of $75 will be charged.

8.3 KEY RETURN

Return the vehicle key to the key box located in 43.LGS11 as soon as possible after returning to the Wollongong Campus. Note the user is responsible for the full cost of replacement for lost keys and tags.

8.4 PARKING ON RETURN

All SEALS vehicles must be reverse parked into car spaces 19-26 below building 43. If you are unable to find an empty parking spot please contact seals-fieldequipment@uow.edu.au. The 4WD Landcruiser “Felicity” (CS22FL) will not fit in the building 43 carpark and will need to be parked alongside the SEALS Coaster buses.
9. Accidents

All accidents involving a SEALS vehicle must be reported by the driver to seals-fieldequipment@uow.edu.au and the Vehicle Manager ASAP. Where police or legal action may be instituted against the driver in respect of an accident, the matter must be reported to the HOS as soon as possible. **Under no circumstances should the driver admit fault for any accident at the scene of the accident.** If under pressure to admit fault, drivers should state that they are not permitted to make a statement until after reporting to their supervisor.

In the event of any accident involving another vehicle, person(s) or property, the driver must supply her/his name and address, the address and particulars of the vehicle to any person involved in the accident. Where damage is caused to a third party’s unattended vehicle, the driver MUST contact the Police Assistance Line on 131 444 for advice. It is not sufficient to leave a note with the driver’s details.

As soon as practical, the authorised driver of the SEALS vehicle is required to complete an incident report on SafetyNet for WHS and insurance purposes.

If you are unsure of the condition of the vehicle following an incident, contact NRMA Roadside Assistance. The vehicle MUST NOT be driven if the damage is likely to affect the safe operation of the vehicle.

Where a crash occurs, the driver at the time will be responsible for assisting the Vehicle Manager with the repair process. The driver will be required to complete the necessary insurance paperwork, and may need to take the vehicle to the repair shop for assessment.

If a vehicle sustains damage, or a fault occurs, that may affect the safe operation of a vehicle, the driver must notify the Vehicle Manager and seals-fieldequipment@uow.edu.au as soon as possible. In such cases, the vehicle will be removed from service until it can be repaired.

If the driver cannot make contact with the Vehicle Manager, or an alternative contact, before the driver’s booking period ends, the driver must check the vehicle booking calendar in FESS and notify the next user of the issue. The driver must also leave a notice clearly visible within the vehicle to ensure it is not driven until it has been repaired.

**Breakdown**

If a vehicle breaks down, contact NRMA Roadside Assistance. All vehicles have comprehensive NRMA coverage and there is an information card in each vehicle folder. **If you break down in a remote area, use communication equipment to seek help. In nearly all situations, stay with the vehicle and wait for help.**

All modern vehicles are fitted with vehicle warning systems. Usually these are warning lights on the dashboard. **DO NOT IGNORE A DASHBOARD WARNING LIGHT** or assume you know what it means without stopping and checking first. The procedure when a light is observed follows:

a) Stop the vehicle in a safe place and use the hazard lights.
b) Consult the vehicle handbook and find out exactly what the light means.
c) If phone service is available, phone the Vehicle Customer Care (in the handbook) or NRMA for help. The school is a corporate member of NRMA for breakdown assistance.
d) As soon as is practicable alert the Vehicle customer care or NRMA and the school (for warranty and insurance purposes).
Insurance

University vehicles are covered by comprehensive motor vehicle insurance and Compulsory Third Party insurance. Please note however, that under the motor vehicle insurance policy you and any other person in charge of or driving the vehicle are not covered, if at the time of an accident you or that person:
- was under the influence of any alcohol or drug or both
- had in their breath or blood an amount of alcohol or drug equaling or exceeding that limit prescribed by law
- refused to take a legal test for alcohol or drugs
- did not, in the case of personal injury, without a reasonable cause remain at the scene of the accident until the police arrived or when required by law to do so
- did not have the appropriate driver’s licence as and when required by the relevant authorities in Australia to have one and was not complying with its conditions

SEALS will cover insurance excess payments where damage is sustained during approved vehicle use by an authorised driver who was operating the vehicle in a responsible manner. If damage to a vehicle is caused by a driver who does not have a complete and approved FESS trip (when required), the driver will be liable for the cost of repairs or the insurance excess. Excess payable is as follows:
- $500 Per Vehicle each and every claim, plus;
- $850 Drivers under 21 years of Age;
- $750 Drivers 21 but under 25 Years of Age;
- $750 Drivers over 25 years of age but licence less than 2 years.

Further information on the University vehicle insurance policy can be found at: https://intranet.uow.edu.au/finance/insurance/policysummaries/UOW016206.html

To minimise theft, valuable or potentially valuable items (mobile phones, notebooks, packages, cases etc.), should not be visible from outside the vehicle if the vehicles is left unattended. Care should be taken to ensure that no confidential or sensitive documents are left in vehicles while unattended. Vehicles and vehicle canopies must be kept locked when the vehicle is unattended.

Driving/Parking Infringements

All users are personally responsible for driving law infringements that are committed. This includes RMS cameras and parking infringements. Any Penalty Notices will be sent to the person who has booked the vehicle at the time of the offence (a Statutory Declaration must be completed to transfer the fine to an individual).

All SEALS vehicles are fitted with an E-Toll tag. SEALS will cover the cost of road tolls for low level usage. However, if a driver was going to be using toll roads for most trips, the use will be charged to the account number given for the hire of the vehicle.

Regular Maintenance, Service and RTA Registration

The SEALS Vehicle Manager is responsible for organising regular vehicle servicing. Vehicles are scheduled to be serviced at least three times per year, with additional servicing carried out if necessary (e.g. if a vehicle has had higher than normal use).

Persons intending to take a vehicle on an extended trip must speak to the Vehicle Manager when booking to determine whether servicing should be undertaken prior to the trip.
Drivers are responsible for promptly reporting all issues to seals-fieldequipment@uow.edu.au so they can be inspected and addressed as quickly as possible. If a driver uses the winch, they must report the use to seals-fieldequipment@uow.edu.au upon their return so the winch can be serviced.

The Vehicle Manager is also responsible for organising vehicle inspections necessary for registration. Payment of registration is the responsibility of Accounts Payable.

Replacement and Procurement of Vehicles

The number of vehicles to be provided will be based on demand and will be reviewed on a regular basis.

The SEALS vehicles are considered specialist field equipment. To ensure the fleet adequately supports the fieldwork being undertaken within the School, all vehicles will be fully equipped for off-road use. At least one vehicle will be equipped for remote area driving and as such shall contain long range fuel tanks, winch, UHF radio, additional battery and remote area recovery equipment. All other vehicles will be fitted with 4WD recovery equipment including winch, a recovery kit and recovery points. All 4WD vehicles will have a storage area that is separate from the main passenger cabin (i.e. utility style) to provide a barrier between equipment and passengers, and to facilitate transport of equipment such as gas cylinders and oxygen tanks. These storage areas will be lockable for security purposes.

The School also provides two 20+ seater mini buses which are primarily used for undergraduate teaching field trips.

Turbo Timer

Two older model 4WDs (BM98PW and CE50EL) are fitted with turbo timers. The timer allows the engine to run for one minute after the ignition has been switched off, to cool the engine down. The vehicle MUST be left in neutral to avoid stalling the engine whilst the timer runs. The vehicle MUST NOT be left unattended whilst the timer is running. Once the engine stops, the vehicle can then be placed in first gear and locked.

Other points to consider

- 4WDs are heavy vehicles and will take longer to stop than a normal car.
- 4WDs have a high centre of gravity and, therefore, will roll over easier than a normal car. Heavy equipment should be stored low in the car (i.e. not on roof racks) when using vehicles off-road.
- The recovery equipment must be properly secured in the canopy. The winch cable is in the glove box. You should have experience with 4WDs or have done a course if you might be in the position to have to use this equipment.
- The first aid kit is in a red case in the back of the vehicle and must ALWAYS be left in the vehicle.
- Ensure the canopy is locked before leaving the vehicle.
## Document Control and Change History

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<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>1 October 2019</td>
<td>Guang Shi – HOS SEALS</td>
<td>New policy derived from BIOL201.12 CSES Vehicle Hire Procedure January 2019 and SEES-OHS-0.035 SEES Vehicle Policy</td>
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<td>2</td>
<td>23 September 2019</td>
<td>Elizabeth Kuskovska – SEALS Administrator</td>
<td>Allocated SEALS document number and updated UOW logo.</td>
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<td></td>
<td></td>
<td>Removal of trailers that have been sold. Update bus registration details. Update vehicle key location. Updates to FESS vehicle register details. Update to SEALS parking spaces in building 43. Additional appendix outlining SEALS vehicle features.</td>
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# Appendix A: Vehicle Fee Schedule

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<thead>
<tr>
<th>Registration</th>
<th>Vehicle Type</th>
<th>Rate per km School/External</th>
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<tr>
<td><strong>BUSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AA49IV</td>
<td>4x2 Toyota Coaster – seats 21</td>
<td>$1.00 / $1.75</td>
</tr>
<tr>
<td>XN83RU</td>
<td>4x2 Toyota Coaster Deluxe – seats 21</td>
<td>$1.00 / $1.75</td>
</tr>
<tr>
<td><strong>4WDs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS22FL</td>
<td>4x4 Toyota Land Cruiser – remote area use</td>
<td>$0.55 / $0.75</td>
</tr>
<tr>
<td>CB63XR</td>
<td>4x4 Toyota Hilux</td>
<td>$0.55 / $0.75</td>
</tr>
<tr>
<td>CQ31LK</td>
<td>4x4 Toyota Hilux</td>
<td>$0.55 / $0.75</td>
</tr>
<tr>
<td>CO21KT</td>
<td>4x4 Toyota Hilux</td>
<td>$0.55 / $0.75</td>
</tr>
<tr>
<td>CE50EL</td>
<td>4x4 Toyota Hilux</td>
<td>$0.55 / $0.75</td>
</tr>
<tr>
<td>BM98PW</td>
<td>4x4 Toyota Hilux</td>
<td>$0.55 / $0.75</td>
</tr>
<tr>
<td><strong>DRILLING TRUCK AND RIG</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS92FX</td>
<td>4x4 Mercedes 1629A</td>
<td>$1.20</td>
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<tr>
<td>Daily drilling rate</td>
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<td>$360.00/day</td>
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<tr>
<td><strong>TRAILERS</strong></td>
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<tr>
<td>TA63PQ</td>
<td>Box trailer with canvas cover</td>
<td>$30.00 / $36.00</td>
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## Appendix B: SEALS Vehicle Details

<table>
<thead>
<tr>
<th>Registration</th>
<th>Vehicle Type</th>
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<th>UHF Radio</th>
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<td>Manual</td>
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<td>Yes</td>
</tr>
<tr>
<td>XN83RU</td>
<td>4x2 Toyota Coaster Deluxe – seats 21</td>
<td>Manual</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>4WDs</strong></td>
<td></td>
<td></td>
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<tr>
<td>CS22FL</td>
<td>4x4 Toyota Land Cruiser – remote area use</td>
<td>Manual</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>CB63XR</td>
<td>4x4 Toyota Hilux</td>
<td>Manual</td>
<td>Yes</td>
<td>Yes</td>
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<td>CQ31LK</td>
<td>4x4 Toyota Hilux</td>
<td>Auto</td>
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<td>Yes</td>
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<td>CO21KT</td>
<td>4x4 Toyota Hilux</td>
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<td>2WD Amarok</td>
<td>Manual</td>
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<td>No off road use and no towing</td>
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</table>
Appendix C: 4WD Vehicle Safety Checklist

**OHS Equipment:**

- □ Fire extinguisher
- □ Fire blanket
- □ First Aid kit present
- □ UHF and PLB (PLB if required)
- □ Satellite phone (if required)
- □ Spare fuel tanks (if not fitted with long range tank)
- □ Fuel cards and NRMA contact details and vehicle folder
- □ Ratchet straps x 6
- □ Recovery equipment
  - Extension strap, tree protector, bungee strap, shackles, snatch block, recoil blanket, gloves, remote, rags
- □ Power connections ok
- □ 240v ok (if fitted)
- □ Battery jumper leads

**Wheels Engine and Body:**

- □ Fluids pre-start include windows and mirrors clean
- □ Within service and registration interval
- □ Tyre condition, inflation and wheel nuts tight
- □ Spare ok and secure
- □ Wheel brace and jack (standard vehicle kit)
- □ Any obvious undercarriage damage
- □ Vehicle lights and power outlets OK
- □ Windscreens/mirror chips or cracks
- □ Body condition, paintwork and cleanliness
- □ Interior condition

**If Loading:**

- □ Check load distribution and weight (if loaded)
- □ Covers and tie downs
- □ Clean Water
Appendix D: SEALS Trailer Safety Checklist

Vehicle Connections:

☐ Grease mechanical brake actuator
☐ Check operation of ball retainer and safety chain
☐ Check condition of power socket plug and lead
☐ Check operation of lights
☐ Check Number plate light

Wheels Tyres Suspension and Brakes:

☐ Tyre condition, inflation and wheel nuts tight – no rust streaking
☐ Mud / stone flaps
☐ Spare ok and secure
☐ Wheel brace and jack (may be jack from towing vehicle)
☐ Wheel chocks – timber or bricks are sufficient
☐ Wheel bearing free-play
☐ Grease wheel bearing buddies and replace dust cap
☐ Grease gun required for extended trips
☐ Grease suspension rocker arms
☐ Brake operation and adjustment (include park brake)
☐ Brake cable condition
☐ Check Spring hangers

If Loading:

☐ Check load distribution and weight
☐ Check door locks
☐ Spare tie downs if required
☐ Rags
Appendix E: Vehicle Damage Report

Driver name: _____________________  Incident date: _____________________
Registration: _____________________  Incident time (am/pm) ________________

Please show the damaged areas to the vehicle on the following diagram:

Details of vehicle damage:

If the vehicle was involved in an accident,

Please draw a plan of the accident. Show the nearest cross streets, names, centre of roadway, direction and location of vehicles. Important – detail all road signs, road markings and width of road:

Indicate your vehicle as A  Indicate other vehicles as B
**Other Driver Details:**

Record the following details at the scene of any vehicle accident:

<table>
<thead>
<tr>
<th></th>
<th>Vehicle or property #1</th>
<th>Vehicle or property #2</th>
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</thead>
<tbody>
<tr>
<td>Name of other driver</td>
<td></td>
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</tr>
<tr>
<td>Address</td>
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<tr>
<td>Age</td>
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<td>Phone number</td>
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<td>Mobile</td>
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<td>E mail</td>
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<td>Licence #</td>
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<tr>
<td>Vehicle make and model</td>
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<tr>
<td>Registration #</td>
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<tr>
<td>Name of registered owner</td>
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<tr>
<td>Address of registered owner</td>
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<tr>
<td>Phone of registered owner</td>
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<tr>
<td>Others Insurance company</td>
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<tr>
<td>Policy #</td>
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<tr>
<td>Description of damage</td>
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</tbody>
</table>