

# TRIP PROCEDURES

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## REQUIREMENTS

- (a) All vehicles on trips must be roadworthy and road registered and have:
  - (i) a towing point front and rear;
  - (ii) snatch strap or tow rope with eye splice each end;
  - (iii) axe or bow saw;
  - (iv) spade.
- (b) All vehicles to have at least third party property insurance.
- (c) Members proceeding on trips of long duration should carry emergency food, water and warm clothes.

## PROCEDURE

- (a) The trip leader shall call a group meeting prior to the start of the trip, reminding members of trip procedures and appoint a Tail End Charlie (TEC).
- (b) Members shall observe road rules at all times.
- (c) Members must identify vehicles in front and behind.
- (d) The driver is responsible for the following vehicle. At intersections the driver must not move on until the vehicle behind is turning into the correct road or track.
- (e) Should the vehicles become separated and you reach an intersection where there is no vehicular indication of the next stage, pull to the side of the road and wait for a member of the previous party to return. **DO NOT PROCEED ANY FURTHER**, except on explicit radio instructions from the TRIP LEADER or TEC.
- (f) The vehicle directly behind the trip leader will open gates, pull over to the side, allow the rest of the convoy to pass through, shut the gate as he found it, and then follow on as the vehicle directly in front of the TEC. ( a bag of lollies can be handy if children are on board)
- (g) If the second vehicle cannot pull aside due to lack of room, Trip Leader to open gate, the following vehicles to stop in turn in gateway to prevent stock from passing, and the TEC to close the gate.

(h) Keep a safe distance behind the vehicle in front at all times especially in hilly country, heavy dust, wet roads and after deep water crossings.

(i) Allow the vehicle in front to clear obstacle before you attempt to follow. Upon clearing the obstacle remain in sight until the following vehicle also clears the obstacle, then move to safer ground or continue.

(j) Always use existing tracks and clear any obstructions on the track where possible, otherwise select detours which will cause minimal damage to the environment. When damage is caused endeavour to repair said damage, the TEC is responsible for observing any track damage and must report to trip leader immediately. The trip leader must decide what is to be done about the damage.

(k) Vehicles wanting to leave the trip for any reason must wave on remainder of the vehicles and inform the TEC of their intentions. No vehicle is to pass the trip leader unless instructed by the trip leader to do so.

(l) Members are responsible for the behaviour of their passengers.

## RECOVERY

### WINCHING

When winching, the operator, appointed by the trip leader, will be in charge of the recovery and the trip leader may appoint a safety officer whose directions shall be adhered to by all bystanders present.

To avoid bark damage when winching, tree trunks are to be protected by suitable padding or by using webbing. Repair any ground damage caused by the vehicle.

Use wheel chains **ONLY** if the safety of the vehicle or its passengers is endangered.

### BEACH

(a) Always use existing tracks for access to and from beaches.

(b) Vehicles are not to be driven over vegetated foreshores or dune areas.

(c) **ALL ROAD RULES** apply when driving on beaches.

### GENERAL

(a) Animals on club outings to be permitted as per Trip/Social Leader's directions. In the case of a trip/social where an animal is allowed the animal should be restrained by a lead not more than two (2) metres in length, held either by hand or attached to owner's vehicle when not inside owner's vehicle. All fouling of ground shall be cleared by the owner of the animal.

(b) Any valid written complaint from a club member to the management committee, will be investigated and, if proven will result in the animal being banned from future club activities. NOTE: This may lead to a complete ban on animals from club activities.

(c) No alcoholic liquor to be consumed by any driver whilst in charge of a vehicle. Drivers must comply with the applicable state blood alcohol limit.

(d) No firearms shall be taken on a club trip or function unless approved by the trip leader's absolute discretion.

(e) Dispose of your rubbish in a proper manner. If receptacles are provided use them, if not take rubbish from the site with you for proper disposal later. Burying rubbish is not acceptable.

(f) Any driver not complying with the trip procedures or instructions given by the trip leader will be referred to the management committee for disciplinary action.

(g) Any person with a problem regarding the trip should discuss this with the trip leader. If still not satisfied, then put the complaint in writing to the management committee.

## **RADIO RULES**

1. Radio communication can NOT be accepted as a substitute for standard trip procedures.
2. The preferred means of communication is by UHF CB. The recognised Club channel is UHF Channel 17 on a 40 Channel set. The trip leader may nominate an alternate channel when necessary.
3. Conversation between vehicles on the working channel shall be of short duration.
4. Trip leader's messages should be acknowledged.
5. In the case of an accident or an emergency the operator nearest the situation will inform the trip leader without delay and with the concurrence of the trip leader control communications for the duration of the emergency.
6. The words MAYDAY, PAN and EMERGENCY should not be used within the group unless an emergency contact with an outside party is required. This is to be done with the approval of the trip leader.
7. When vehicles are in convoy situation, young children should not be permitted to handle radio equipment unless properly supervised.
8. First priority should be the full control of your vehicle not the CB radio.
9. Vehicle owners should ensure transceivers are operated according to Government. Regulations.

## **NATIONAL PARKS, STATE FORESTRY, PRIVATE PROPERTY RULES**

1. Always obtain a permit from the relevant department or permission from property owner. Ascertain whether there are any areas NOT to be entered.
2. Observe the conditions of the permit, and ensure that other members of your party do likewise.
3. Do NOT disturb any flora, fauna, stock or equipment.
4. Remember to THANK the property owner for their co-operation.