

Rowing SA Motor Vehicle Policy				
Drafted by:	Policy number	Version number	Board approval on	Summary of changes
Christine Newberry, Catherine McDougall, Andrew Swift	RVP001	1	June 2024	Initial release
<b>Drafted by:</b> Christine Newberry,	RVP002	2		Name Change, integrated towing requirements, driver acknowledgement form, Insurance and excess
<b>Person Responsible:</b> Andrew Swift and Christine Newberry				
<b>Scheduled review date:</b> June 2026				

## 1. Scope

This policy applies to all Rowing South Australia (Rowing SA) members, volunteers and staff who drive a vehicle provided, hired, loaned or otherwise used for Rowing SA business. It outlines the responsibilities and expectations for the safe and lawful use of these vehicles.

Rowing SA personnel may be required to use vehicles—including rental vehicles or vehicles owned or supplied to Rowing SA—for coaching, team management, chaperoning, transporting equipment, towing boats, and other Rowing SA activities. These activities are considered “work”, and drivers must manage all workplace health and safety risks to themselves, their passengers and other road users.

The requirements in this policy also apply when driving a private vehicle for Rowing SA business.

## 2. Authorised Operators

Coaches, Team Managers, Chaperones, Volunteers and Staff may drive Rowing SA vehicles or private vehicles for Rowing SA purposes.

- To be covered under Rowing SA insurance, drivers must:
- Be a current Rowing SA member or engaged by Rowing SA in an official capacity.
- Hold a current full Australian driver’s licence.
- Be approved to drive the vehicle by the Board, CEO or Operations Manager.
- Complete the relevant Driver Authority / Vehicle Declaration Form.
- Read and agree to this policy.

## 3. Driver Responsibility

Authorised drivers must:

- Be aged 25 years or over and hold a full, valid Australian driver’s licence.
- Comply with all road rules, including speed limits, traffic signs, parking rules and drink/drug-driving laws.
- Drive in a manner that professionally represents Rowing SA.
- Inspect the vehicle upon collection and record any pre-existing damage (photographs or video).
- Never drive under the influence of alcohol or drugs.
- Report all accidents or incidents to Rowing SA immediately.
- Pay all parking and traffic infringements promptly.
- Ensure the vehicle is locked when unattended and alarms activated where fitted.

- Prevent unauthorised persons from driving the vehicle.
- Keep the vehicle clean and in satisfactory condition.
- Ensure safety equipment (First Aid Kit, high-vis vest, torch) remains in the vehicle.
- Refrain from smoking in the vehicle.
- Not use the vehicle for motorsport or racing activities.

#### **4. Towing Competency**

Drivers towing trailers must:

- Undertake a towing induction or assessment if they have limited towing experience.
- Ensure loads are properly restrained in accordance with the Load Restraint Guide.
- Ensure loads do not project dangerously or obscure lights or number plates.

#### **5. Safety Chains & Coupling**

- One safety chain is required for trailers up to 2.5 t ATM.
- Two safety chains are required for trailers over 2.5 t ATM.
- Chains must be rated to the trailer's weight and secured with a proper shackle.
- Refer to the Hydraulic Brake Guide when towing the Coastal Boat trailer.

Appendix 1 and Appendix 2 must be reviewed prior to towing.

#### **6. Accidents**

All accidents or incidents must be reported to Rowing SA.

#### **7. Accident Procedure**

Rowing SA must be notified in all cases involving an accident.

In the event of an accident involving another non-worker's vehicle the following procedures must be followed (unless the driver is unable to due to injury):

- Stop and render assistance where required and obtain all necessary details from the other driver e.g. their number, licence number, insurer, contact details etc.
- The Police must be called to the scene of the accident in the following circumstances:
- If any person is injured and an ambulance has been called.
- If any damage has been done to third party property, e.g. house, fence, awning, etc.
- If there is a conflict over which driver was at fault.
- A police report must be provided for all minor accidents. Minor accident is defined as low impact, minor or no damage to the car, an ambulance is not required, and no injuries or damage is sustained by any person.

In the event of a critical incident resulting from a motor vehicle accident, the following critical incident response coordination should be followed.

1. Assess situation, call emergency services, assist those in danger.
2. Alert your organisation's emergency response team.
3. Report incident to Rowing SA
4. Complete an incident report that accurately records those involved and a description of the event.

#### **8. Theft of Vehicle**

If a vehicle is stolen whilst on Rowing SA business, the police must be contacted immediately, and Rowing SA must be notified.

## 9. Insurance and Excess

### Rowing SA Owned Vehicle – Mazda BT-50

- This vehicle has full comprehensive insurance coverage with an excess of \$500.
- All drivers must be named on the policy.
- All drivers must complete the Rowing SA Vehicle Declaration Form.

### Loan Vehicle – City Mazda

- City Mazda provides a loan vehicle to Rowing SA for a six-month period:
- This vehicle is covered by City Mazda's Loan Car Insurance. The standard excess: \$5,000 for at-fault damage.
- The authorised driver must complete the [Rowing SA Vehicle Declaration Form](#).

### Excess Reduction – Loan Vehicle

- Excess may be reduced to \$0 for \$49 per day.
- Rowing SA will arrange and pay for excess reduction when the vehicle is used, this includes regatta days for launching of boats.

### Drivers must:

- Complete the Rowing SA Vehicle Declaration Form.
- Provide a minimum 24 hours' notice so Rowing SA can arrange the excess reduction.

### Driver Liability

Drivers should familiarise themselves with:

- Situations not covered by insurance.
- Circumstances in which an excess applies.
- Any instances where a driver may be personally liable.

### At-Fault Incidents

For at-fault incidents during approved Rowing SA use:

- Rowing SA will pay 50% of the excess; the driver pays the remaining 50%.

### Unauthorised Use

- Drivers are fully liable where:
- A vehicle is used without authorisation.
- Loss or damage to a vehicle in connection with anything that invalidates the insurance, including the act of consuming alcohol or other drugs, or any other act which would constitute a traffic or criminal offence, will result in the employee being held liable for any expenses or claim(s) that arise, that are not covered by the insurance.

Depending on the nature and severity of the incident, the employee/volunteer may also be subject to disciplinary action

## **10. Vehicle Keys**

Employees or volunteers are responsible for the safekeeping of vehicle keys at all times. If keys are lost, stolen, or damaged while in an employee's care, the employee will be required to notify Rowing SA immediately and arrange for a replacement.

The cost of replacement keys, including any associated expenses such as reprogramming or towing, may be charged to the employee or volunteer if the loss or damage is due to negligence.

## **11. Infringement Notices**

- All infringement notices issued to the vehicle will be passed onto the driver of the vehicle for payment of the fine or notice. This includes all parking fines at the discretion of Rowing SA.
- Any overdue payment penalties, additional fees and any other fees or expenses relating to the infringement (including but not limited to court fees) will be the responsibility of the driver.
- Should an employee or volunteer be issued with a notice, and they were not driving the vehicle at the time of the offence, the individual may nominate the driver of the vehicle by downloading and completing a Statutory Declaration form before the expiation notice becomes due.
- Payment receipts for infringements are to be provided to Rowing SA.

## **12. Fatigue Management**

It is recommended that drivers:

- take regular and adequate rest breaks.
- stop when fatigued.
- plan the journey, taking into consideration factors such as pre-journey work duties, the length of the trip and post-journey commitments.
- travel a reasonable distance during a day's driving considering factors such as type of vehicle, roadway and traffic conditions, terrain, legal speed and driving times.
- avoid where possible driving in risky hazardous situations i.e. heavy rain, fog, frost, flood, etc.

## **13. Driving under the influence of alcohol or drugs**

Driving over the legal alcohol limit or under the influence of illegal drugs is strictly prohibited.

- Drivers will be personally responsible for:
  - All fines and repair costs.
  - Any insurance voidance.
  - Potential disciplinary action, including termination of volunteering arrangements.
  - Drivers must also consider the effects of prescribed or legal drugs that impair alertness.

## **14. Use of mobile phone**

Whilst driving a vehicle the member, should not under any circumstance operate a mobile phone by hand. The vehicle has been fitted with a "CarPlay" system which can be utilised for safe mobile phone operation.

## 15. Car fuel

Rowing SA has a Fleet Card that provides discounted fuel at the following fuel stations:

- 6c per litre at Shell and Reddy Express
- 4c per litre at Ampol Foodary
- 4c per litre at 7-Eleven
- 3c per litre at EG/Woolworths

If the Fleet Card is not accessible, volunteers and staff may submit a claim through Rowing SA's reimbursement process. However, using the Fleet Card is our preferred option wherever possible.

Volunteers are asked to organise collection of the Fleet Card before it is required—either the day prior or by arranging for it to be left securely in the office or sheds for collection. This helps ensure smooth access and avoids delays on the day.

## 16. Car return

Every reasonable effort must be made to return the vehicle In the way it was collected.

## 17. Authorised Drivers

- A Rowing SA Vehicle Declaration Form must be completed by all authorised drivers.
- For boat-launching only, drivers must submit licence details via the Driver Acknowledgement Form once per season.
- Excesses may still apply for any damage for use by an unauthorised driver..

## Authorisation

Date of approval by the Board	23/10/2025
Rowing SA	

## Appendix 1

### Trailer Pre-Departure Checklist

#### 1. Coupling & Safety Chains

- Tow bar and coupling correctly fitted and locked.
- Safety chain(s) correctly attached with rated shackles.
- Breakaway system connected and operational (if trailer over 2,000 kg ATM).

#### 2. Brakes & Lights

- Trailer brake system working.
- Brake lights, taillights, and indicators all working.
- Reflectors clean and visible.
- Number plate light working (if fitted) and plate visible.

#### 3. Tyres & Wheels

- Tyres inflated to correct pressure.
- Tyres in good condition (tread depth above 1.5 mm, no cracks or bulges).
- Wheel nuts tightened.
- Spare wheel fitted and secure (if carried).

#### 4. Load Security

- Boat/equipment properly tied down with rated straps.
- Load evenly distributed (weight balanced, not too heavy at rear).
- No loose items in or on trailer.
- Load does not obstruct lights or number plate.

#### 5. General Condition

- Jockey wheel raised and secured.
- Trailer stands or chocks removed.
- No visible damage to frame, suspension, or coupling.
- Registration plate fitted and current.

#### 6. Final Check

- Mirrors adjusted for clear rear/side view.
- Vehicle and trailer level when coupled.
- Confirm load and trailer within towing vehicle's rated capacity.

## Appendix 2

### Trailer Guidelines to Using Hydraulic Brakes

#### 1. Purpose of Hydraulic Trailer Brakes

- Hydraulic brakes provide additional stopping power when towing a trailer.
- They are required on trailers exceeding 750 kg Gross Trailer Mass (GTM), and over 2,000 kg GTM the trailer must also have breakaway brakes (per Australian Design Rules).

#### 2. How Hydraulic Brakes Work

- The system uses brake fluid to transfer pressure from the tow vehicle or actuator to the trailer's wheel brakes.
- When the towing vehicle slows down, the hydraulic system applies force to the trailer brakes, reducing stopping distance and improving safety.

#### 3. Before Driving away

- **Ensure the hydraulic brake is activated and on – Figure 1**

- **Ensure the handbrake is off – Figure 2**

Test the brakes at low speed before towing at full speed.

On long descents, use engine braking possible to reduce strain on both vehicle and trailer brakes.

Driving with the handbrake on will cause significant damage, and friction to the trailer. The worst case is wheels may even come off whilst driving.

#### 4. Reversing the trailer into position.

**When reversing the trailer, close the latch – Figure 3**, to stop the trailer from applying the brakes, especially in the case of a slight incline.

#### 5. After removing the trailer

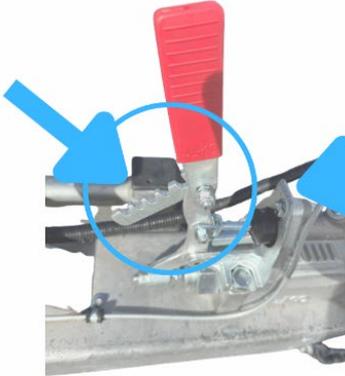
- **Close the latch – Figure 3**
- **Put the handbrake on – Figure 4**

#### 6. Legal Compliance in South Australia

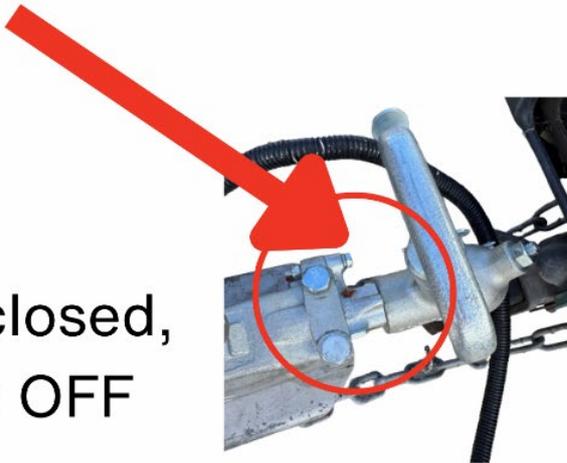
- Trailers 751–2,000 kg GTM must have brakes on at least one axle.
- Trailers over 2,000 kg GTM must have brakes on all wheels, with a breakaway system that automatically applies the brakes if the trailer detaches.
- Hydraulic brake systems must comply with Australian Design Rule (ADR) 38/. and other relevant road traffic regulations.



1. Latch is up,  
brakes are ON



2. Handbrake OFF



3. Latch is closed,  
brakes are OFF



4. Handbrake ON