

Edgeworth & District Little Athletics Centre (EDLAC)

Side-by-Side Vehicle (SSV) Use Policy

1. Purpose

To establish clear guidelines for the safe, responsible, and authorised use of the Centre's side-by-side vehicle (SSV), and the protection of personnel, property, and equipment.

2. Scope

This policy applies to all committee members, volunteers, and authorised personnel who operate or have access to the Centre's SSV during club activities and events.

3. Authorised Operators

Only individuals 18 years or older, holding a valid FULL driver's licence, and approved by the committee or Equipment Officer, may operate the SSV.

All operators must receive a briefing on safe operation procedures prior to first use, as per manufacturers recommendations.

The SSV is not to be driven by athletes or children under any circumstances.

4. Approved Use

The SSV is to be used only for official club purposes, such as:

- Transporting equipment and gear between storage and event areas.
- Assisting with event set-up and pack-down.
- Supporting first aid or emergency response.
- Other committee-approved operational needs.

The SSV must not be used for:

- Recreational purposes
- Use outside of club grounds without written approval

Passengers must be at least 10 years of age and are permitted only if the SSV is designed to carry passengers. Passengers must be seated securely and wear the seat belt provided at all times while the vehicle is in motion.

Passengers must follow all safety instructions and remain seated during transit.

5. Safe Operation Rules

The SSV must be driven at a safe, pace while on the oval or near athletes.

- No mobile phone use is permitted while operating the SSV.
- Headlights (if applicable) should be used during poor visibility.
- The operator must inspect the SSV before each use (tyres, brakes, fuel, etc.).
- The SSV should be turned off and keys removed when unattended.

6. Maintenance and Storage

The Equipment Officer is responsible for routine maintenance, inspections, and refuelling.

Any damage or mechanical issues must be reported immediately.

The SSV must be securely stored in the designated area after use, and keys must be returned to the Equipment Officer or stored in a locked cabinet.

7. Incidents and Accidents

Any accident or near-miss involving the SSV must be reported to the Committee within 24 hours.

An incident report form must be completed and may be reviewed for safety improvements.

Misuse or violation of this policy may result in loss of access to the SSV and possible disciplinary action.

8. Insurance and Liability

The SSV is covered under the club's insurance for approved use only.

Any unauthorised or reckless use may void insurance coverage and place personal liability on the operator.

9. Review

This policy will be reviewed annually to ensure relevance and effectiveness.

Approved by: ELAC Committee **Effective Date:** 29/07/2025

Review Date: 24/05/2026