

TE AWAMUTU  
**BIBLE CHAPEL**

Love God  Love the Church  Love the Lost 

## Trailers Policy & Procedures

Initial each page as Read and Understood. If unsure about any part of this document, ask your trainer

# Safe Driving

## Purpose

To ensure that workers who tow TABC trailers in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times and to maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users as well as reduce the impact of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

## Scope

The policy is applicable to all workers driving both personal and company vehicles for work purposes.

## Responsibilities

The [Manager or Designated Person] is responsible for encouraging safe driving by:

- Checking the suitability of Drivers (over 25, full licence for more than 3 years)
- Checking vehicle and trailer for legal requirements
- Encouraging driving in convoy to assist with breakdowns and directions
- Forbidding the use of mobile phones in vehicles while driving, except when using hands free devices
- Encouraging regular breaks while driving
- Ensuring the PCBU is informed if existing workers become unlicensed
- Providing Defensive Driving Training (not applicable)
- Providing an instruction card in all vehicles in the event of an accident
- Providing a first aid kit for each organisation vehicle

## Workers are responsible for

- Ensuring they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle
- Paying for all speeding or infringement fines obtained
- Immediately notifying their [Manager or Designated Person] if their driver licence has been suspended or cancelled or has had limitations placed upon it
- Being responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- Displaying the highest level of professional conduct when driving a company vehicle
- Complying with traffic legislation when driving
- Assessing hazards while driving and anticipate 'what if' scenarios
- Driving within the legal speed limits, including driving to the conditions

- Wearing a safety belt at all times  
Never driving under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- For adhering to the legal requirements for driving with regards to the use of substances (e.g. alcohol and other) – to do so will result in disciplinary measures
- Avoiding distraction when driving – the driver will adjust car stereos/navigation devices/mirrors etc. before setting off, or pull over safely in order to do so

If a worker is driving their own vehicle for the purposes of work, the same policies apply.

In addition:

- The car must be legally registered, warranted and insured for the purposes of work – the worker must show evidence of this on request
- The worker must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts

Sources of further information

<http://www.nzta.govt.nz/resources/roadcode/>

<http://www.newzealand.com/int/feature/driving-road-rules-and-safety/>

<http://www.newzealand.com/int/feature/driving-in-new-zealand/>

<http://www.nzta.govt.nz/resources/roadcode/about-driving/dealing-with-hazards.html>

<http://www.aa.co.nz/about/safety-on-the-roads/decade-of-action/four-ways-to-be-a-safer-driver/>

## Church Trailer Use

Booking for the trailers will need to be made through the church office

- Trailer keys will be available for collection from the church office and must be returned to the office again as soon as practicable following use.
- The keys will only be available to the approved driver
- Drivers must be 25 years of age or over to comply with the terms of insurance and have a clean licence.
- The driver is responsible to check WOF and registration are current.
- Trailers are not to be towed further than 2 hours travel time from Te Awamutu.
- Following use the vehicle driver will ensure that the trailer is left in a clean and tidy condition with all rubbish removed and any spills or dirt cleaned from the floor and surfaces.
- All road rules will be followed
  - a) The trailer will be towed with due care and within the speed limit.
- Any traffic offences incurred are the responsibility of the driver of the vehicle at the time the offence occurred.

- The driver may be responsible for the costs involved in the event of accidental damage, if it is caused through the driver's carelessness..
- All drivers that are towing church trailers must read and sign a copy of the TABC Trailer Policy confirming they know what the policy states and that they agree to abide by the policy.

## Vehicle Accident

In a case of being involved in a vehicle accident you are to follow this recommended procedure

- Stay calm
- Make yourself safe by moving off the road if possible
- Turn the ignition off if possible
- If you can't get out of the vehicle, keep your seatbelt on
- Be careful of undeployed airbags
- Check for injuries and administer First Aid if required
- Call 111 if injuries require an ambulance
- Use warning signs hazard lights to warn other motorists when possible
- Call the Police even if the accident is minor
- Identify any witnesses of the crash
- Look for details and take notes and pictures
- Notify the manager as soon as possible

## Driver Fatigue Management Plan

Our church is committed to ensuring workers do not compromise safety performance by undertaking driving while impaired by fatigue or stress. The following Fatigue & Stress Policy applies to workers.

### 1. Hours of Driving

- No person shall drive any longer than **12** hours daily.

### 2. Rest Breaks

- No driving period shall exceed **2** hours without a 10 min break.
- All workers to have a minimum **30** minutes break after each **4** hour work period

## Trailer Operation Information

The trailers present a number of safety challenges

- Inexperienced people not knowing how to connect them safely.
- Poor knowledge of how to use the trailer brakes, or what the brake collar is for or how it is used – brake collar disables brakes to allow backing, brake collar must be swung outward to enable brakes when towing forward.
- Overloading the towing vehicle – easy to fit 4-5 tonnes of household items in the large trailer, and yet many vehicles only rated to tow 2000Kg braked trailers.
- The small trailer is unbraked, and most vehicles are not approved to tow an unbraked trailer weighing more than 400Kg, and yet the small trailer probably weighs more than that even when it is empty.
- Poorly loaded trailers – too much weight at the front or the back can produce a very unstable load, or overload the towing vehicle, or lift weight off the back wheels.
- Inexperience in driving with a large weight behind a vehicle, for example not knowing to slow well before a sharp bend, or when approaching a downhill section of road.
- Damage done to the trailer, especially the wheels and tyres when cornering and striking kerbs and obstacles due to not anticipating the trailer swings inside the vehicle track.

All drivers that are towing trailers will be assessed and trained if necessary, to do so safely.

## Procedures for Trailer Use

The TABC trailers must only be used by a person 25 years old or over and having a full driving license for more than three years.

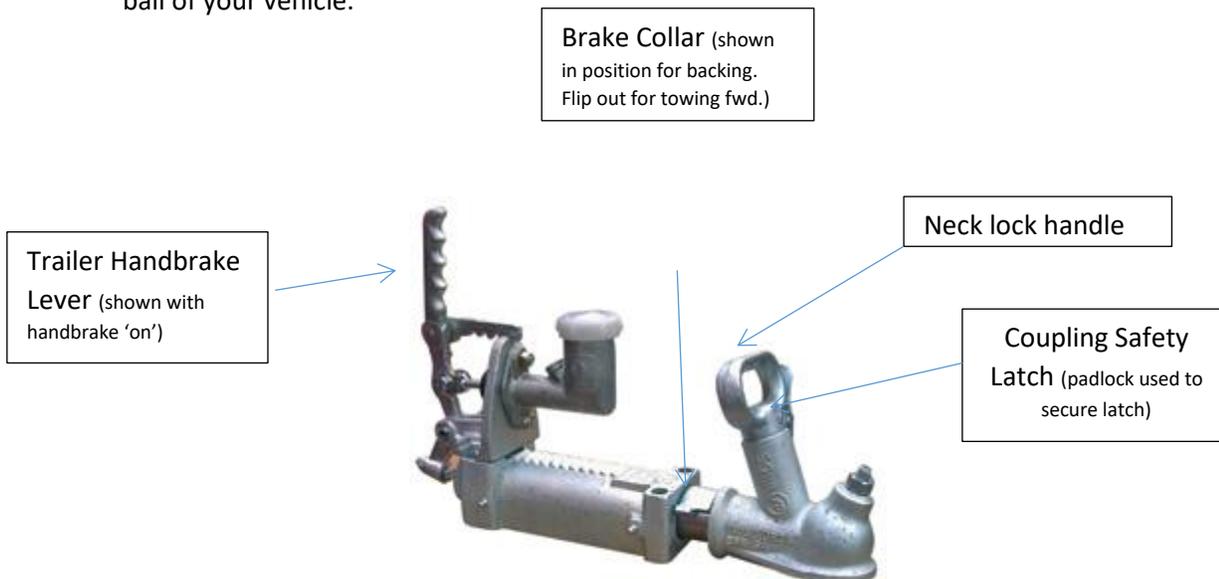
## Large Trailer

### Picking up the trailer

Read these instructions and sign to confirm that you have read them.

- The person using the trailer must know the maximum towing capability of the vehicle they are using to tow the trailer – maximum braked and unbraked trailer weights.
- The person using the trailer must calculate the weight that they can carry in the trailer, by subtracting the weight of the trailer from their vehicle's maximum towing capability.
- The person using the trailer must agree not to exceed the maximum towing capability of their vehicle when using the trailer.
- Obtain the trailer lock key from Reception.
- Back car toward tow coupling on the trailer – checking that the trailer coupling is higher than the tow ball on your vehicle. Lift the trailer coupling using the jockey wheel if required.
- Release the trailer handbrake if it is safe to do so.

- By backing your vehicle, or by manoeuvring the trailer, position the trailer coupling over the tow ball of your vehicle.



- When the tow ball is situated over the tow ball, remove the padlock from the coupling safety latch. Then release the coupling safety latch using your thumb, and lift the neck lock out by lifting the neck lock handle, and at the same time, retract the jockey wheel to lower the trailer coupling onto the tow ball.
- When you are sure that the tow ball is fully home within the coupling, allow the neck lock to retract and ensure that the safety latch engages. Check that the coupling has correctly captured the tow ball by lifting the trailer tow bar. Place the padlock through the safety latch to secure the coupling on the tow ball.
- Release trailer handbrake and remove wheel chocks when safe to do so.
- Retract the jockey wheel fully, and release the jockey wheel latch, then rotate the jockey wheel to horizontal, and latch the jockey wheel in that configuration.
- Connect the safety chain to the vehicle tow bar using the largest sized “D” shackle that will fit the chain and hole in the vehicle tow bar.
- Connect the electrical connector to the towing vehicle.

### Using the Trailer

The vehicle driver is responsible to ensure that the trailer when empty or loaded does not exceed the maximum towing capability of their vehicle, and is responsible to ensure that the trailer is loaded in such a manner that the vertical load on the vehicle tow bar is not negative and is not exceeded, and to ensure that the weight distribution within the trailer is safe, i.e. heavy items over or forward of the axles.

- Check that the brake lights, indicators, number plate light and rear red lights are working.
- Check that the trailer handbrake is released prior to towing. Re-engage the handbrake when parked and when loading or unloading the trailer. Use chocks when loading the trailer on a slope.

- Jockey wheel to be retracted and locked horizontal when towing.
- Brake collar to be engaged (rotated over brake mechanism shaft) when backing the trailer.
- Brake collar to be disengaged (rotated outward) when driving forward.
- Allow for the additional weight of the trailer when considering travelling speed toward corners, downhill sections of roads, when approaching a school or a school bus or other places where children may be near the road.

## Returning the Trailer

- Park the trailer in the designated trailer parking bays.
- Chock the wheels of the trailer.
- Engage the trailer handbrake.
- Disconnect the electrical plug
- Disconnect the safety chain
- Unlatch the jockey wheel and rotate to the vertical position and re-latch the jockey wheel.
- Using the jockey wheel lift the weight of the trailer off the tow bar of the towing vehicle.
- Remove the padlock from the coupling safety latch.
- Release the coupling safety latch, and lift the neck lock, while lifting the trailer using the jockey wheel. The coupling should lift off the tow ball. Ensure that the coupling is well clear of your vehicle tow ball before driving away.
- Replace the padlock in the coupling safety latch.
- Drive your vehicle forward and clear of the trailer.
- Return key to reception.
- Report any accidents or incidents when using the trailer in the TABC Accident/Incident Log.

## Small Trailer

### Picking up the trailer

Read these instructions and sign to confirm that you have read them.

- The person using the trailer must know the maximum towing capability of the vehicle they are using to tow the trailer – maximum braked and unbraked trailer weights.
- The person using the trailer must calculate the weight that they can carry in the trailer, by subtracting the weight of the trailer from their vehicle's maximum towing capability.
- The person using the trailer must agree not to exceed the maximum towing capability of their vehicle when using the trailer.
- Obtain the trailer lock key from Reception.
- Back car toward tow coupling on the trailer – checking that the trailer coupling is higher than the tow ball on your vehicle. Lift the trailer coupling using the jockey wheel if required.
- By backing your vehicle, or by manoeuvring the trailer, position the trailer coupling over the tow ball of your vehicle.

- When the tow ball is situated over the tow ball, remove the padlock from the coupling. Then lift the neck lock out by lifting the neck lock handle, and at the same time, retract the jockey wheel to lower the trailer coupling onto the tow ball.
- When you are sure that the tow ball is fully home within the coupling, allow the neck lock to retract. Check that the coupling has correctly captured the tow ball by attempting to lift the trailer tow bar off the tow ball. Place the padlock through the coupling to secure the coupling on the tow ball.
- Remove wheel chocks when safe to do so.
- Retract the jockey wheel fully, and release the jockey wheel latch, then rotate the jockey wheel to horizontal, and latch the jockey wheel in that configuration.
- Connect the safety chain to the vehicle tow bar using the largest sized “D” shackle that will fit the chain and hole in the vehicle tow bar.
- Connect the electrical connector to the towing vehicle.

### Using the Trailer

The vehicle driver is responsible to ensure that the trailer when empty or loaded does not exceed the maximum towing capability of their vehicle, and is responsible to ensure that the trailer is loaded in such a manner that the vertical load on the vehicle tow bar is not negative and is not exceeded, and to ensure that the weight distribution within the trailer is safe, i.e. heavy items over or forward of the axles.

- Check that the brake lights, indicators, number plate light and rear red lights are working.
- Use chocks when loading the trailer on a slope.
- Jockey wheel to be retracted and locked horizontal when towing.
- Allow for the additional weight of the trailer when considering travelling speed toward corners, downhill sections of roads, when approaching a school or a school bus or other places where children may be near the road.

### Returning the Trailer

- Park the trailer in the designated trailer parking bays.
- Chock the wheels of the trailer.
- Disconnect the electrical plug
- Disconnect the safety chain
- Unlatch the jockey wheel and rotate to the vertical position and re-latch the jockey wheel.
- Using the jockey wheel lift the weight of the trailer off the tow bar of the towing vehicle.
- Remove the padlock from the coupling.
- Lift the neck lock, while lifting the trailer using the jockey wheel. The coupling should lift off the tow ball. Ensure that the coupling is well clear of your vehicle tow ball before driving away.
- Replace the padlock in the coupling.
- Drive your vehicle forward and clear of the trailer.
- Return key to reception.
- Report any accidents or incidents when using the trailer in the TABC Accident/Incident Log.

## Declaration

I have read over and understood the trailer procedures. I am aware of the hazards/risks associated with my work and the control put in place for each hazard. Anything I am unsure about I have asked the person conducting the training.

Name of person conducting training x \_\_\_\_\_

Signed x \_\_\_\_\_ Date x \_\_\_\_\_

Name of employee/ worker/contractor/or employee of a contractor or subcontractor/volunteer

x \_\_\_\_\_

Signed x \_\_\_\_\_ Date x \_\_\_\_\_