



Towing Policy

Aim

The aim of this policy is to provide expectations on towing boats/trailers and compressor trailer, and consequent financial reimburseme\nt.

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1 Background

Towing a trailer requires additional knowledge and skill. All trailers, affect the performance of the towing vehicle.

They affect fuel consumption, acceleration, braking ability, general control and manoeuvrability. These effects worsen as the size and weight of the trailer increase relative to that of the towing vehicle. The extra length and width can be hard to manage, with wind, road roughness and passing vehicles having a greater effect than on the vehicle alone. This puts additional responsibilities on a driver.

Note: Majority of insurance claims for damage to equipment have occurred as a result of towing accidents.

(AU Sport requirement from 2004 Club Administrator's Handbook, Section 16)

2 Revision

This policy is to be maintained and reviewed by the AUSC Committee.

3 Application

This policy applies to all members who tow vehicles.

4 Requirements

Requirements for towing AUSC's boats and compressor include:

- Only fully licensed and experienced drivers are to be permitted to tow the boats and compressor.

(AU Sport requirement from 2004 Club Administrator's Handbook, Section 16)

- Nobody is allowed to ride in trailers.
- When towing and driving on a road without street lights, drive at least 60 metres behind heavy vehicles or other vehicles towing trailers, unless overtaking
- The tow vehicle needs to be adequate for the trailer and equipment being towed.

(AU Sport requirement from 2004 Club Administrator's Handbook, Section 16)

Table 4-1 Weights of AUSC's trailers

Item	Weight (kg)
Compressor	~ 500
Crayon	~ 1,200
Stargazer	~ 1,500

5 Driving guidelines

Driving with a trailer takes practice. Remember:

- Allow for the trailer's tendency to 'cut-in' on corners and curves
- Allow longer distances for braking, overtaking and joining a traffic stream
- When reversing, it is advisable to have someone outside the vehicle giving directions
- Avoid sudden lane changes and changes of direction

- Look further ahead than normal so you can react to changes in traffic or road conditions
- Use the accelerator, brakes and steering smoothly and gently at all times
- Use a lower gear when travelling downhill to increase vehicle control and reduce strain on brakes
- Slow down well before entering corners and curves
- Trailers tend to jerk the back of the vehicle around and can cause sway (snaking). If a trailer starts to sway, the vehicle's brakes should not be applied, except as an absolute last resort. If the trailer's brakes can be operated by themselves they should be applied gently, otherwise a steady speed or slight acceleration should be held if possible until the sway stops
- Take care not to hold up traffic unnecessarily
- Plan more rest stops and shorter travelling days as towing is more stressful and tiring than normal driving
- There is no specific speed restriction while towing a trailer. However, the posted speed limits must not be exceeded. Always drive to the road, traffic and weather conditions.

6 Checks

Before each trip, check:

- Vehicle and trailer are roadworthy;
- All tyres are properly inflated;
- Trailer's wheel-bearings, suspension and brakes work properly;
- Trailer hitch is properly mounted on tow ball;
- All lights work and safety chains are properly connected;
 - Safety chains has appropriate rated shackle;
- Oil, water, brake fluid, battery and other service checks on the vehicle; and
- Trailer hand-brake is off.

For the boat trailers, ensure:

- Winch is locked;
- Boat engine is resting on the support strut;
- Boat security chain is affixed;
- Bungs are in the boat well and ready for use; and
- Tie down straps are in place and secure.

At regular intervals during the trip, check:

- Couplings, all doors, hatches, covers and any load or equipment are still properly secured.
- Tyres are still properly inflated and not rubbing on suspension or body work.
- If travelling to another State, check with the relevant roads authority whether there are different rules.

7 Boat ramp fees

It is the boat towing member's responsibility to ensure any relevant boat ramp fees are paid, and to follow up with expense repayment from AUSC.

If the boat towing member fails to pay the boat ramp fee, and is subsequently given a fine, AUSC will not be held liable for this financial obligation.

8 Towing financial reimbursement

Towing levies are calculated at the rate of \$ 15 / 100 km per vehicle.

A number of locations for reimbursement are given in Appendix A.

9 References

Roads and Maritime Services (2015) – *Towing*, last updated 11 June 2015,
<http://www.rms.nsw.gov.au/roads/safety-rules/road-rules/towing.html>.

10 Document control

Revision (Date)	Person	Comments
0 (13/10/2015)	Author: David Warren Reviewed: Committee (via Meeting 13/10/2015) Approved: David Warren	Document released to club membership. Note: Section taken from Dive Organisation policy. Integrated SOP 4 <i>Boat Operator Responsibilities</i> (developed by Tim Brown) into policy.

Appendix A Towing reimbursement agreed amounts

Refer towing calculator spreadsheet.

Location	Distance Return (km)	Cost (A\$)	Rounded /Approved (A\$)	Comments
Ardrossan	314	47.10	50.00	
Beachport	807	121.02	125.00	
Cape Jervis	221	33.09	35.00	
Ceduna	1,566	234.84	235.00	
Coobowie	460	68.97	70.00	
Marion Bay	582	87.24	90.00	
Mt. Gambier	890	133.44	135.00	
North Haven	38	5.76	-	(No charge, local)
O' Sullivans	67	9.99	-	(No charge, local)
Port Victoria	394	59.10	60.00	
Pt. Lincoln	1,315	197.19	200.00	
Rapid Bay	207	31.11	35.00	
Second Valley	190	28.56	30.00	
Victor Harbor	175	26.22	30.00	
West Beach	8	1.17	-	(No charge, local)
Whyalla	781	117.18	120.00	
Wirrina	180	26.94	30.00	

From Coobowie

Marion Bay	185	27.69	30.00	
Port Victoria	153	22.98	25.00	

Appendix B Towing worked example for finances

For example, take the trip to Marion Bay with 2 boats and banks trailer with 20 people.

B.1 Amount to reimburse tower

The distance from Adelaide to Marion Bay is 300 km. Therefore, the total distance is 600 km for the round trip. Each towing vehicle will be reimbursed $\$15/100\text{km} \times 6 = \90 .

B.2 Amount to charge individuals on trip

Since there are 3 vehicles at \$90 each, then the total is \$270. Taking into account the number of people, then $\$270/20$ people on trip = \$13.50 to charge individuals for towing levy.

Note that it is at the Trip Organiser/Treasurer's discretion as to whether or not to round up towing levies. For instance, \$13.50 is a pretty round figure, but if it were to come out at \$13.55, then round up to \$14.

As the tower also uses the equipment then they too are charged a towing levy. Their net reimbursement for towing will then be $\$90 - \$13.50 = \$76.50$. This formula should be recorded through the books, or preferably two transactions showing the \$13.50 going into the club as income, and then \$90 showed as an expense.