



**CRUISING YACHT CLUB OF SA INC**

**TRACTOR OPERATIONS**

**(November 2014)**

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## A. PREAMBLE

The Cruising Yacht Club of South Australia (CYCSA) has and maintains a Tractor located in the tractor shed adjacent to the Marina East launching ramp at North Haven. The Tractor is for the use of members, staff and others that have been authorised by the Chief Executive Officer or his/ her nominated delegate to use this vehicle.

## B. DEFINITIONS

**In this Tractor Operation document unless contrary intention appears:**

- a) An “authorised person” shall refer to all classes of members, staff and others that have been trained and approved by the Chief Executive Officer or his/ her nominated delegate to use the tractor. No person under the age of 18 years of age will be approved to be an ‘authorised person’.
- b) “the Club” shall mean the Cruising Yacht Club of South Australia Incorporated (CYCSA)
- c) “the Chief Executive Officer” shall mean the Chief Executive Officer of the Club appointed by the Board from time to time pursuant to the Constitution and Rules of the Club
- d) “the Tractor” shall refer to the Blue Ford 5000 Tractor.

### 1. CONTROL MEASURES

Persons will only be authorised to use the Tractor following an induction relating to the instructions specified in this ‘Tractor operations’ document and following an orientation session with the Tractor. The authorised person is also required to sign a waiver assuming all risks associated with the launch/ haul out of vessels and other loads using the Tractor and agreeing to the conditions of the ‘Tractor Operations’ document.

People that have been authorised to use the Tractor will be added to the Club's records. If required for any reason, individuals that are authorised may be deleted from this status at any time. Deletion of their name from Club records will render them unauthorised in relation to the use of the Tractor

## 2. PRE-START, OPERATION AND SHUT-DOWN PROCEDURES

Pre-start and operational procedures are to be observed each time the Tractor is used.

### **Pre-start checks: -**

Prior to the use of the Tractor it is required that 'authorised persons' Check that the immediate area is clear from people and obstructions.

- Should there be any defects noted in the operation or appearance of the Tractor it must not be used and the defects are to be reported immediately to the Club office who will arrange the required repair. The 'authorised person' has a responsibility to confirm that an 'out of order sign' is placed on the Tractor and must note the defects in the 'reporting log' located on the Reception counter.

### **Operational procedure: -**

- Mount tractor from left hand side – be seated
- Check handbrake is engaged (test by pulling up handbrake lever, located on left hand side of driver seat)
- Check both gear levers are in neutral (refer to diagram in front of gear levers)
  - Left lever must be in central position
  - Right lever must be pulled towards rear (Neutral)
- Push in kill cable knob (red, right hand side of dashboard)
- Pull switch left hand side of dash to get ignition (lights on dash) push starter button.

- **Motor warming up. Wait for oil/alternator lights on dash to go out.**
- Engage high/low gear lever (right hand side) – push forward (Drive)
- Press down clutch pedal
- Put foot on brake pedal
- Engage appropriate gear with left hand lever (push forward)
- Depress button end of lever - release hand brake and dash light will go out
- Ease out clutch pedal to take off
- Once you reach your trailer, put gear lever and high/low lever in neutral
- Pull handbrake on gently (light on dash should indicate you have engaged handbrake)
- Exit left hand side of tractor

#### **To attach the drawbar to your trailer:**

- Select draw bar length and *pin securely*
- Attach boat to draw bar ball and secure
- Drive towards ramp and submerge trailer to desired level
- **DO NOT SUBMERSE TRACTOR WHEELS**
- Pull handbrake on gently (light on dash should indicate you have engaged handbrake)
- Push kill cable in and turn off ignition (push pull switch in)
- Leave both gear levers in gear. **DO NOT** remove foot from clutch pedal until motor is off
- Alight from tractor left hand side
- Place wheel chock (hanging on left side of tractor) under rear wheel on downhill side or rear chock rear of tractor.

#### **To remove boat trailer from water/ramp**

- Remove wheel chocks and clip onto tractor
- Mount tractor from left hand side – be seated
- Place foot on brake
- Ensure hand brake is on

- Place both gear levers in neutral
  - Left lever must be in central position
  - Right lever must be pulled towards rear (N)
- Push in kill cable knob (red, right hand side of dashboard)
- Pull ignition switch on press starter button
- Press down clutch pedal
- Engage high/low gear lever (right hand side) – push forward (D)
- Engage appropriate gear with left hand lever (push forward)
- Release hand brake slowly
- Release clutch pedal slowly to take off

**Shut-down procedure: -**

At the conclusion of the use of the Tractor the authorised person must: -

- Kill motor using kill cable
- Turn off ignition (press push pull switch in)
- Make sure lights are off (large switch on dash)
- Pull handbrake on gently (light on dash should indicate you have engaged handbrake)
- Leave tractor in gear – left hand gear lever forward and right hand lever in D position
- Immediately report any defects or concerns to the Club office and note these in the 'reporting log' located on the Reception counter.

**3. MAINTENANCE LOG, RECORD KEEPING AND ANNUAL INSPECTION**

The Club has a maintenance reporting log that is located on the Reception counter in the main office. Property staff are advised of entries in this log and will be actioned according to their priority.

Items that are recorded in the reporting log are entered into the Club's computer tracking system (Track), designated to a particular staff member to action and then they are followed up at regular Property Meetings.

The Club will maintain a file on the Tractor and keep any relevant records associated with its use.

Regular service and maintenance will be conducted as part of CYCSA's maintenance program.

5. Appendix 1 – Waiver



CRUISING YACHT CLUB OF SA INC

TRACTOR WAIVER

I \_\_\_\_\_ assume all risks associated with the launch/ haul out of the vessel or other loads under my control as an 'authorised person' that has been approved to operate the blue CYCSA Tractor.

I have received an induction relating to the use of the Tractor and acknowledge and will abide with the conditions as set out in the CYCSA Tractor Operations document. I understand that this document may be reviewed from time to time.

I acknowledge that the CYCSA is only responsible for the Tractor from the ball. The connection of the vessel (or item) being towed is my responsibility. It is my responsibility to ensure that my drawbar is suitable for towing.

I understand that the 'authority' issued to me by the Club can be revoked at any time by the Chief Executive Officer of the Club or his/ her nominated delegate without explanation.

I declare that I have received training by a competent person employed by the CYCSA with the use of the Tractor and the requirements of the Tractor operation document and that I do not need assistance from Club staff to operate this vehicle. I understand that if assistance is required the CYCSA can provide assistance by appointment and that a fee may apply.

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

Office Use Only	
_____ <i>Received by (print name &amp; sign)</i>	_____ <i>Date</i>