

JOB DESCRIPTION – TRANSPORT OFFICER

Responsible to: Club Captain

Time Commitment: 2-5 hours per week

Be advised – Life Guards have 24 hour access to all our equipment including Hilux and Suzuki in an emergency.

RESPONSIBILITIES AND DUTIES

Every Monday

- Check cars are clean.
- Radios are off.
- Refuel as necessary and check for any damage.

Every Friday

- Make sure vehicles start and are fuelled and orange lights are on and working.
- Check Rescue Boards are on and strapped down.
- Check First Aid Kits are in vehicles.
- Check IRB Launch and Retrieval signs are tied on.

End of each month

- Check service stickers to see if vehicles need service.
- Collect all fuel receipts from Bus, Ute, Suzuki and IRB
- Co-ordinate loan of vehicles – must know where all vehicles are at all times.
- IMPORTANT – **One** 4WD vehicle **must** remain at the surf club at all times in case of an emergency (except when life guards are on duty).

August each year

- Have rust-proofing reapplied and rust-proofing electronics serviced.

September each year

- Around September each year, all road trailers need to be checked – eg. Lights working, lens' not broken, jockey wheels, tow coupling, tyres and spares, bow shackles, all wheel bearings need to be re-packed.
 - 4 Surf Boat Trailers Work in with Surf Boat Captain
 - 1 IRB Road Trailer Work in with IRB Captain
 - 1 Nipper Trailer Work in with Junior Activities Chairman
 - 1 Gear Trailer Transport Officer

Other

- Beach Permits Make sure that Beach Permits are up to date and displayed on windscreens.
- Make sure that E Tags are attached to Hilux and bus.
- Make sure vehicles are inspected for damage and cleanliness after returned from loan and report to committee.
- In the off season, connect battery charger to Suzuki as has to be ready on standby for 24 hour emergency call out.
- Co-ordinate the drop off and pick up of vehicles for servicing and repairs.

General rules for bus loan preferences are:

- Senior club has preference over junior club. That being said, numbers need to be taken into consideration – e.g. 4 senior members versus bus full of nippers = nippers preferred.
- Distance – the furthest destination usually takes preference however also depends on numbers.
- Also the condition the bus is returned in previously.
- Ute and Suzuki are never to be used for carnivals as patrol has priority over everything.
- You also co-ordinate the use of trailers – e.g. Board riders need nipper trailer you have to ask the Junior Activities Chairman for the use as they also have to ask you for the gear trailer.
- Work in with Shane to bring the lifesaving bus in prior to loan.
- There are spare keys for all vehicles in the Supporters club safe – if needed or lost please see Sharon Sutton.
- Co-ordinate loan of supporters club bus with lifesaving members with supporters.

Knowledge and Skills Required

- Active patrol experience
- Awareness of SLSQ Standard Operating Procedure's (radio related)
- Possess good communication and interpersonal skills
- Friendly and approachable
- Good understanding of club culture and operations
- Have a good working knowledge of the constitution, good corporate governance, rules and the duties of all office holders and subcommittees