



AUSTRALIAN LIFESAVING
ACADEMY

ATV Operator Certificate Learner Guide

Australian for life. 

Acknowledgements

Surf Life Saving Australia (SLSA) wishes to thank the editorial team who developed the resources for this course:

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SLSA would also like to acknowledge the following people who contributed their time and expertise to support the development of this resource:

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Version 2.2 October 2011

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Course Introduction

The purpose of this course is to help you develop the skills and knowledge to safely and effectively operate an All Terrain Vehicle (ATV). The course involves a number of incorporated practical activities to develop your operating skills.

To ensure the safety of operators and bystanders, you are required to successfully perform each practical task before being permitted to continue on to the next activity.

Course outcomes

Prepare an ATV vehicle for operational response, including:

- Understanding personal protective equipment requirements
- Understanding the vehicle controls
- Maintaining the vehicle by completing pre and post operational checks
- Loading vehicle safely with appropriate rescue equipment
- Understanding relevant laws, regulations and guidelines

Drive the vehicle in suitable terrain demonstrating low risk driving techniques and safe practice, including:

- Obeying manufacturer and SLSA guidelines, safety precautions and speed limits
- Monitoring and evaluating traffic, road and terrain under operational conditions
- Managing hazards and risks
- Selecting the safest and most efficient route of travel

You will also develop knowledge and skills to enable you to demonstrate competency in the nationally recognised unit of competency:

- PUAVEH001B Drive vehicles under operational conditions

These units form part of the nationally recognised qualification PUA31310 Certificate III in Public Safety.

Prerequisites

To commence training for the ATV Operator Certificate you must meet the following course prerequisites.

- Be at least 17 years of age to commence training
- Hold a SLSA award
- Hold a valid Driver's Licence (Provisional or Open) for the State/Territory in which operations will occur (*some restrictions may apply to towing loads for Provisional Drivers – seek confirmation from the State/Territory road transport authority*)

What you need to complete this course

- This Learner Guide
- Trainer/Facilitator ATV
- ATV Code of Conduct
- Access to ATV operating procedures/manufacture's guidelines
- Opportunities to undertake assessment activities, including access to a fully equipped ATV and a safe practice environment

Topic 1 – Roles and Responsibilities

The ATV is an expensive and potentially hazardous piece of equipment. All qualified ATV Operators are responsible for looking after the equipment and it is expected that they will treat the vehicle with the utmost care and respect

The ATV is also a high profile piece of equipment and attracts attention in use. All operators must be aware of their responsibility to take training seriously and be aware of the image being portrayed to beach users. ATV Operators must remember they are operating the vehicle in a professional capacity, not for leisure – be sure to foster a positive, professional image.

Sit-In ATVs

The only type of ATV approved for use in Surf Life Saving clubs is the sit-in ATV. This type of ATV is equipped with a steering wheel, and the driver sits in a conventional seat. There is also usually a passenger seat.



Role of ATV Operators

Why does Surf Life Saving use ATVs?

- Safely move and tow heavy gear and equipment (e.g. IRBs, trailers)
- Effectively and proactively patrol large distances (roving patrol)
- Quickly reach people in distress

What is your role as an ATV Operator?

The ATV Code of Conduct outlines your role and responsibilities as an ATV Operator. The list below provides a summary:

- Act responsibly, with care and professionalism
- Promote a culture of safety
- Always wear appropriate Personal Protective Equipment (PPE)
- Understand your limitations
- Follow operating procedures and manufacturer's guidelines.
- Tread lightly – Minimum impact on the environment.

Only SLSA ATV Operator Certificate holders who are currently endorsed are permitted to operate an ATV.

What policies and guidelines do you need to be familiar with?

- SLSA Lifesaving gear and equipment specifications – ATV section.
- ATV Code of Conduct
- State/Territory policy
- Club operation guidelines/ policies

SLSA ATV Code of Conduct

The SLSA ATV Code of Conduct (pg 7) specifies requirements for ATV operators as used in lifesaving operations settings.



Remember this!

- Safety comes first – Be aware of your limitations
- The ATV is a high profile and expensive piece of equipment – operate with care

Laws & Regulations

Your ATV is an off-road vehicle and therefore is not designed, and is not safe for street or highway use. Many states require registration of ATVs through the road transport authority or other licensing body. ATVs used for lifesaving purposes may be subject to different provisions than recreational vehicles.

Local councils or land managers should be contacted to gain permission to operate an ATV on their beach.

Individual activity 1.1: ATV Code of Conduct

Reference: SLSA ATV Code of Conduct. Complete the following questions

1. What does it mean to ‘act responsibly, with care and professionalism’ as an ATV Operator? Who and what are you responsible for?

.....

.....

.....

.....

2. What is your role in ‘promoting a culture of safety?’ List some examples of behaviour that promotes a culture of safety in relation to ATV operations.

.....

.....

.....

.....

ATV Code of Conduct

Purpose

This Code of Conduct specifies requirements for All Terrain Vehicle (ATV) operators as used in lifesaving operations settings.

Act Responsibly with Care and Professionalism

The ATV operator has a responsibility to the patrol, the community and the organisation to act in a responsible and considerate manner before, during and after the operation of the ATV. ATV operators are required to respect the coastal environment, ensuring that minimal impact is made on the environment by keeping to established trails where possible.

Promote a Culture of Safety

ATV operators must maintain the safe operation of the ATV, safety towards the public and themselves. ATV operators must understand their role in assessing risk while operating the vehicle. Promote safety at every opportunity.

The ATV is High Profile

ATV operators must understand that ATVs are regarded as 'high profile' as they attract significant public attention. They are a large, powerful and potentially unstable and hazardous piece of equipment and must be treated with the utmost respect. ATV operators are responsible for maintaining a good public image and observing safe driving techniques at all times. The speed, noise, power and smell of the vehicle can be both annoying and frightening. Respect the right of the public to enjoy their time at the beach.

Understanding your Limitations

ATV operators must respect and understand their limitations, the operating environment and the capabilities of the ATV. The ATV operator is responsible for operating within their skill level.

Following Operating Procedures

Follow the normal operating procedures as laid down by SLSA training manuals and policy. **ATV operators should make themselves aware of relevant State and council by-laws that govern the use of the ATV within their local environment. ATV operators should hold the relevant department of transport licence for operating their club ATV.** Read and understand standard operating procedures to keep up to date with current issues. ATV operators have a responsibility to ensure the continued successful operation of this rescue service to the community.

Safety First!

Topic 2 – Risk Awareness

Knowing the Hazards

ATVs are an effective vehicle for use in lifesaving provided that operators understand the risks involved in its use and take measures to avoid hazardous situations.

Knowing the vehicle's capabilities and the associated hazards and risks is essential to learning how to take steps to avoid injury and damage.

Accidents can be caused by many factors, the most common being:

- Poor decision making
- Lack of available information or knowledge
- Lack of appropriate skill levels
- Incorrect/lack of personal protective equipment
- Excessive speed
- Towing excessive and/or unstable loads
- Unstable/unpredictable terrain e.g. sand
- Obstacles e.g. fallen branches
- Poor visibility e.g. bright sunlight
- Poor vehicle maintenance
- Failure to observe manufacturer recommendations

Remember this!

- Know the hazards and risks
- Know your limitations
- Know your operating environment
- Use common sense!

Most accidents can be prevented with proper planning and responsible behaviour.

Managing Risk

Managing risk is largely dependent on the operator's ability to recognise hazardous conditions by continually reading the terrain and surrounding environment (including weather) and taking appropriate action. It is equally important to become familiar with the operating environment as this knowledge can help operators avoid fixed obstacles and determine the best travel route

SEE: Scan, Evaluate, Execute

The best process for managing risk is to continually monitor and anticipate driving hazards. This strategy can be summarised using the SEE theory. SEE is a decision making process that assists the operator to manage risks.

- S** Scan terrain and environment and identify hazards
- E** Evaluate and predict what may happen
- E** Execute your decision based on your skills and your ATV

Driving safely requires the operator to take responsibility for his or her own abilities, the operating environment, and the capabilities of the ATV. Operating within the SLSA ATV Code of Conduct and within your personal limits is simple to do.

Individual Activity 2.1: Managing Risks

1. What are three common causes of ATV accidents?

1.....
2.....
3.....

2. In Surf Lifesaving operations, how many people are permitted to ride an ATV at the same time?

.....

3. Explain the following steps in the SEE theory

Scan.....
Evaluate.....
Execute.....

4. What are the main fixed hazards on your beach (e.g. drain pipes, ditches)?

.....
.....

Topic 3 – Preparing the ATV

Preparing to Drive

Personal safety is enhanced when wearing protective clothing. Operating without protective clothing increases the risk of injury. ATV operators should wear PPE required to comply with State/Territory legislation and Standard Operating Procedures.

Helmets	For head protection in the event of a roll over.
Seatbelts	To reduce the movement of an operator and passengers if an incident occurs.
Eye protection	Clarity of vision is imperative when operating an ATV. Even a small piece of sand in the eye is enough to distract the operator and reduce vision, increasing the risk of an accident. Eye protection also protects operators from harmful solar radiation.
Uniform	Standard long-sleeved patrol shirt and patrol shorts or equivalent offers protection from debris and also meets SLSA Sun Safety requirements. Depending on the elements the operator may chose to wear warm clothing (patrol tracksuit) or wet weather gear.

Getting Familiar with the ATV

As all makes and models of ATVs differ slightly it is extremely important that operators thoroughly read the owner's manual for their ATV.

Operators should also ensure their club inducts them into their specific ATV and operating environment. Operators should ensure that they can use the controls without looking at them. This allows the operator to scan for hazards as well as assists in maintaining balance and correct body positioning.

Knowing the Controls

The following are typical ATV controls

- Accelerator pedal
- Brake pedal
- Park brake
- Ignition switch
- Choke
- Fuel cap
- Shift lever
- Light on/off
- Transmission
- Diff lock
- Door operation
- Back tilt tray operation



Pre-Operational Checks

A pre-operational inspection of the ATV's mechanical condition is important as off-road use is especially harsh on equipment. This practice minimises the chance of injury or mechanical failure.

The ATV should always be inspected prior to use ensuring it is in a safe operating condition. Follow the inspection and maintenance procedures outlined by the owner's manual. Pay special attention to warning lights.

T-CLOC

Pre-operational inspections can be summarised utilising the acronym 'T-CLOC'

T- Tyres and Wheels

Air pressure – Always have the recommended tyre pressure. Be sure all tyres are inflated to equal pressure. If the tyre pressure is uneven the vehicle may pull to one side causing instability.

Condition – Check tyres for cuts or gouges that could cause air leakage.

To avoid loss of control or injury, make sure axle nuts are tightened and secured by cotter pins. Check these before every patrol.



C- Controls

Controls – Know the location of all controls on your ATV. Make sure they work properly and are easy to use

Brakes – Do the controls operate smoothly and are adjusted according to manufacturer's specifications? Are they positioned for ease of reach? Brakes are a crucial part of operations and must be in working condition.

Foot gear shift lever (where fitted) – Is it firmly attached and positioned for safe operation?



Are the controls comfortable to use? Make adjustments as required.

L - Lights and Electrics

Ignition Switch - Check the condition of the switch and ensure functionality.

Engine stop switch – Does it turn off the engine? (If equipped)

Headlight, warning, and stop lights (if equipped) – Are they working?



O - Oil and Fuel

Know your ATV's fuel range.

Check oil level with dipstick or sight glass while the engine is off. Check your owner's manual for procedure. Always fill the tank at the end of patrol or use to ensure readiness and check for fuel or oil leaks.

C - Chain and Drive Shaft Chassis

Chain – Inspect, adjust and lubricate the chain regularly. Your chain is the vital link from the engine to the wheels.

Drive shaft – If the ATV is equipped with a drive shaft rather than a drive chain, check for oil leaks.

Nuts 'n' Bolts – Rough riding will loosen parts. Look and feel for loose parts while the engine is off. Shake handlebars, footrests etc., before each ride and periodically check fasteners. Check shock absorbers and mounting bolts.

Faults and Damage

If at any time it is identified that the ATV has a fault or is damaged, details must be entered into the Patrol / Lifeguard Log as per policy requirements. If it is suspected that the fault or damage will affect the safety of operations, the ATV must not be used until repaired.

Regular Maintenance

The ATV must undergo regular maintenance to ensure that it remains in safe working order. The manufacturer's maintenance guidelines and SLSA policy should be consulted. Find out who is responsible for this at your club.

Individual Activity 3.1: ATV Controls

Complete the following questions:

1. Name 4 controls that must be checked before operating an ATV?

- 1.....
- 2.....
- 3.....
- 4.....

2. How does incorrect tyre pressure affect an ATV's operation?

-
-
-

3. What does the acronym TCLOC stand for?

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

5. Individual Activity 3.2: ATV Controls

This session is a practical activity. Your trainer will explain and demonstrate the following tasks, which you will then have the opportunity to practise.

1. Preparing the ATV for use – T-CLOC pre-operational checks are practised. Ensure the ATV is properly and securely loaded with onboard equipment and ready for use.

Topic 4 – Driving the ATV

Speed Limits

Local government and/or state regulations in relation to speed must be adhered to at all times. The ATV should not exceed 20km/h under normal operating conditions. The speed limit for heavily populated areas and between the red and yellow flags is 5km/h.

It is the operator's responsibility to evaluate the environment to determine a safe and appropriate speed within these limits.

Starting Procedures

The ATV Operator is responsible for personal and public safety at all times. When starting the ATV, the following principle applies; BONE-C. Practising this procedure will ensure an efficient start process.

B	Brakes	Set the parking brake , or for a semi automatic transmission ATV place the gear selector in park.
O	On	Turn the fuel valve to ON . Turn ignition key on, if equipped.
N	Neutral or Park	Check the transmission is in NEUTRAL or PARK . If neutral or park is not selected and the transmission will not shift, it may be necessary to release the parking brake, rock the machine back and forth keeping you feet on the footrests, and then reapply the parking brake.
E	Engine	Check that the engine stop switch is in the RUN or START position
C	Choke	If the engine is cold apply the CHOKE in the ON position. Once the engine is warm, return the choke to its normal position. This is extremely important for the smooth running of the ATV.

Individual Activity 4.1: Starting Procedures

Complete the following questions.

1. What gear should an ATV be started in?

.....

2. What does the following acronym stand for?

B.....
O.....
N.....
E.....
C.....

Group Activity 4.2: Starting Procedures

You instructor will explain and demonstrate the BONE-C starting procedure, and then you will be given the opportunity to practice this.

Sit-In ATV – When starting out:

- Make sure the park brake is set.
- Start the ATV using BONE-C.
- Hold the brake.
- Shift into first gear (see your owner’s manual for procedure for your ATV).
- Release the brake and slowly apply the accelerator.

When riding in a straight line, remember to look well ahead and in the direction of travel, avoid looking at the controls. This will help you maintain a straight course.

Shifting Gears

Different models and makes of ATVs have various transmissions; the operator must have prior knowledge how to change the gears of the respective ATV. Consult your trainer and your owner’s manual for more information on the specifics relating to gear change on your ATV.

- Always release the throttle while shifting to prevent the front wheels from lifting.
- Learn the sounds of your engine in an aid to know when to shift or keep the engine speed in the most effective range.
- Some models may be automatic and only require the select lever to be shifted into drive/forward.

Braking

Look ahead when braking, not at the ground. Observe the following tips, in order to make smooth, controlled stops:

- Release the throttle/accelerator.
- Shift to a lower gear to use the engine to slow the vehicle.
- Avoid excessive braking while cornering. Do most of your braking before the turn.
- Apply brakes lightly on slippery surfaces.
- Keep head and eyes up.

Parking

When parking the ATV always attempt to find flat ground, and:

- Shift to neutral/park.
- Stop the engine with the stop/kill switch, and if equipped, turn off the ignition switch.
- Set the parking brake, shift into park or a low gear if you have a semi automatic, to keep the ATV from rolling.

Individual Activity 4.3: Starting Out

Complete the following questions.

1. What are the 3 actions necessary to brake safely?

.....
.....
.....

2. Where should the operator's vision be directed while riding?

.....

3. How should the ATV be left while unattended?

.....
.....

4. How should a turn be negotiated in relation to braking?

.....
.....
.....

5. What are the ATV speed limits as in your operating area?

Highly populated areas/between the flags.....

Unpopulated/open areas

Group Activity 4.4: Starting Out

This session will involve you in a number of practical activities. Your trainer will explain and demonstrate the following tasks, which you will then have the opportunity to practise.

Task one: Follow starting out process

Task two: Practice safe controlled braking when travelling in a straight path

Task three: Practice shifting gears while driving in a straight path (if applicable vehicle type).

Turning

Handling characteristics for ATVs vary depending upon basic design and how they are equipped. The turning information in this manual applies to most ATVs with one exception: ATVs with unlocked differentials.

ATVs with solid rear axles, and those with locked differentials, turn both rear wheels at the same speed. This means when turning, the inside wheel must “slip” slightly on the surface. ATVs with unlocked differentials allow the rear wheels to turn at different speeds. If a rear wheel on an ATV with an unlocked differential leaves the ground, it will spin freely. Then when it touches the ground again, it may grab and cause the ATV to lose control.

Always check your owner’s manual for the recommended turning techniques for your ATV. Remember it is important to first practice gradual turns and then progress toward sharper turns as your riding skills develop. Be patient and practice basic skills before moving onto more difficult manoeuvres.

Remember this!

- Always maintain a clear line of sight in the direction of travel
- Be aware of your surroundings
- Use lights and indicators at all times

Group Activity 4.5: Turning

This session will involve you in a number of practical activities. Your trainer will explain and demonstrate the following tasks, which you will then have the opportunity to practise.

Tasks One to Six: Practise large turns, braking while making a turn, small turns, combining left and right turns, sharp turns, quicker turns

Stopping and Swerving

Practise quick stops in a flat open area to become aware of how your ATV responds. Be especially careful of excess weight on the vehicle and factors such as hard or soft sand.

Stopping Quickly

The beach is a heavily populated area and you must be prepared to stop quickly, slow down or swerve to avoid obstacles, such as running children, beach erosion or sandcastles in your path. A child may dart out, or you may not be able to see beach erosion until the last moment. Never drive faster than the SLSA policy permits.

A quick stop could be necessary at any time so remember:

- Ride within your ability and SLSA policy boundaries.
- Slow the ATV when cresting a sand dune or proceeding through a turn.
- If you accidentally lock the wheels, release the brakes momentarily and reapply the brakes more gradually.

Swerving

The operator should be able to make emergency swerves to avoid unexpected hazards when riding.

- Look in the direction of the swerve
- DO NOT brake while swerving – brake AFTER swerving and only after the ATV is travelling in a straight line.

Individual activity 4.6: Stopping and Swerving

1. What factors should an operator be conscious of when performing a quick stop or swerve?

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.....

.....

Group Activity 4.7: Stopping and Swerving

This session will involve you in a number of practical activities. Your trainer will explain and demonstrate the following tasks, which you will then have the opportunity to practise.

Task One: Practise safe quick stops

Task Two: Practise emergency swerving

Confronting Obstacles

Obstacles should be avoided where possible. Smaller obstacles may be crossed if proper judgement and skills are utilised. An obstacle may be small rocks, beach erosion or driftwood. At

times you may also be required to cross water, such as small creeks. In this case extra caution and slower speeds must be observed. Consult the owner’s manual for details.

Keep in mind the following tips when crossing obstacles:

- Approach as close to 90 degrees as possible
- Without losing momentum, adjust approach speed prior to the obstacle.
- Keep your knees and elbows flexible. Use your legs and arms as shock absorbers to cross obstacles more comfortably

Individual Activity 4.8: Obstacles

Complete the following questions:

1. How would the SEE principle help an operator avoid having to cross an obstacle?

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.....

.....

2. On what angle should an obstacle be approached?

.....

Group Activity 4.9: Obstacles

Your trainer will explain and demonstrate how to negotiate obstacles, and you will then have the opportunity to practice.

Driving up Hills/ Inclines

You may need to negotiate sand dunes or to gain a better vantage point while conducting a roving patrol. An ATV can overturn extremely easily on hills or inclines. Being prepared and knowing what to do will promote safe practices. Always be sure to check the park brake is in working order before riding in dune areas. Any racking on the ATV should be as light as possible to maintain a low centre of gravity on the ATV, thus reducing the risk of rolling.

Remember:

- Some hills are far too steep for the ATV’s abilities. Use your common sense and seek an alternative passage.
- Never ride past the limit of your visibility – if you cannot see what is on or over the crest of a hill, slow down until you have a clear view.

Improper use of the ATV while climbing and descending can easily result in loss of control and possibly an overturn. Always follow the correct procedures for your ATV contained in the owner’s

manual. Before climbing a hill, shift the ATV into a lower gear and speed up so you can maintain momentum.

Getting to the bottom of a hill / incline

Always check the terrain carefully before commencing a descent. Choose a path that is as straight downhill as possible. When going downhill:

- Keep speed low
- Use gradual braking
- Use a lower gear
- Look ahead

Traversing

Traversing is driving across a slope rather than directly up or down. Traversing a slope is difficult and should be avoided, particularly on excessive slippery, rough or loose surfaces.

If an ATV begins to tip over:

- Keep all limbs inside the vehicle
- Hold onto hand grips if available
- Do not attempt to leave the vehicle until it has finished moving
- Seat belts must always be worn!

Remember this!

- Use low gear when riding on inclines
- Avoid traversing where possible

Individual Activity 4.10: Inclines

Complete the following questions:

1. What terrain is more difficult and should be avoided on hills?

.....

2. When precautions should be taken when driving on inclines to prevent the ATV tipping over?

.....

.....

.....

.....

Group Activity 4.11: Inclines

This session will involve you in a number of practical activities. Your trainer will explain and demonstrate the following tasks, which you will then have the opportunity to practise.

Task One: Practise negotiating inclines (*if terrain permits*).

Task Two: Practise traversing (*if terrain permits*)

Carrying Loads

An ATV on patrol may be required to carry equipment (depending on the vehicle type) such as rescue boards, first aid kits etc. Carrying loads on an ATV increases the risk of accidents as extra weight can affect braking, alter the centre of gravity and make the vehicle difficult to control.

The ATV owner's manual will provide specific load limits for the vehicle type and identify where on the vehicle the load should be stored. It is essential to ensure all loads are tightly secured before operations as rough terrain can easily dislodge loads and cause an accident.

Onboard Equipment

The SLSA ATV Policy provides details of the equipment that should be carried on the ATV. Onboard equipment must be checked before ATV use to ensure they are still secure. The necessary equipment depends on the vehicle type and local requirements, this shall include as a minimum:

- Communications/radio equipment
- First aid kit
- Oxygen equipment
- Rescue board (if equipped with board rack)
- Rescue tube

Other additional equipment may include:

- Binoculars
- Blanket
- Defibrillator
- Flippers
- Loud Hailer / PA System
- Stretcher
- Stinger Kit (applicable to Northern Queensland during high risk periods)
- Whistle/siren

Patient Transport

Although some ATV vehicle types may allow for safe transportation of patients, it should be remembered that it is not the vehicle's primary intended purpose. It is only permissible for a patient to be transported using an ATV under extreme circumstances where a patient is in an isolated area. This must be determined by a paramedic and/or the Patrol Captain/Senior Lifeguard to be safe and the most appropriate method for transportation.

In an emergency an ATV with a passenger seat may be used to transport a patient depending on their condition. This is not appropriate for spinal injuries or unconscious patients.

Only highly experienced ATV Operators should transport patients and this should occur under the guidance and direction of a paramedic and/or the Patrol Captain/Senior Lifeguard who deem the process to be safe and necessary.

If the ATV is being considered for patient transport the following should be assessed:

- Will it expose the patient to risk of further injury?
- Will it expose the ATV Operator or others to injury?
- Is the vehicle suited to safely transport a patient?
- What is the patient's condition? Are they conscious? Do they have a suspected spinal injury?
- Is the ATV Operator highly experienced?
- Have alternative transportation methods been considered?
- Is the transportation under the direct guidance of appropriate personnel?

Reversing and Towing

Reversing

All SLSA approved ATVs are equipped with reverse gear. Improper operations in reverse could result in serious injury. Observe the following recommendations when operating in reverse.

1. Before you shift into reverse, make sure there are no obstacles or people behind you and that the ATV is completely stationary.
2. Release the accelerator and apply the brake.
3. Shift in to neutral then to reverse by shifting gears or moving the drive select lever along the shift guide.
4. When in reverse, the reverse indicator light should be on and the reverse warning alarm should be activated automatically. Due to the synchronising mechanism in the engine, the light may not come on until the vehicle starts moving.
5. Check behind the vehicle for people or obstacles, and then release the brake.
6. Gradually accelerate and continue to watch for obstacles

Towing

An ATV on patrol may be required to tow such items as patrol shelters and IRBs etc. You should be aware that there are additional safety hazards when towing and reversing a trailer, such as:

- Reversing on slopes.
- Reversing close to the water's edge.
- Jack-knifing (the ATV and trailer swivel at the linkage until they form a V shape).



When towing with an ATV the following points should be remembered:

- Never tow an object greater than 350kg or manufacturer's specifications as detailed in your ATV owner's manual.
- Provisional drivers must check their State/Territory's restrictions on trailer loads.
- Connect to the towing point of the vehicle only.
- Never tow on steep or slippery surfaces e.g. slippery boat ramps.
- Never tow objects with people on board.
- Always use correct lifting techniques when loading /attaching a trailer.
- Always keep your vision in the direction of travel.
- Allow for the trailer's tendency to 'cut-in' on corners and curves.
- 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.
- Ensure all tyres are properly inflated.

When carrying a load or towing, you must ensure you reduce your speed and allow longer braking distances. Be sure to also avoid hills and rough terrain.

It is strongly recommended when reversing with a trailer to have a fellow club or patrol member provide assistance by giving direction and ensuring there are no hazards that the operator cannot see.

Remember this!

- Know your ATV's maximum towing weight
- Take extra care when towing
- Allow for extra braking time when towing a trailer

Tread Lightly

Being a responsible ATV Operator requires a combination of self preservation as well as protecting the environment. It is your responsibility to avoid accidents by riding within your skills and at safe speeds as described in the policy. Setting a good public image is also important and observing the correct speeds and limiting unsafe manoeuvres will portray a positive image.

The best way to protect our environment is to stay on established trails. Using marked trails or driving over tyre marks already in the sand (where possible) limits any potential damage to the beach and reserve.

Remember this!

- Foster a positive public image
- Protect the coastal environment
- Consider other beach users

Individual activity 4.12: Carrying Loads and Towing

Complete the following questions

1. Why should manufacturer's guidelines be consulted before loading an ATV?

.....
.....
.....

2. Are patients permitted to be transported in ATV's

.....
.....

3. What are three tips for towing?

.....
.....
.....

4. What does tread lightly mean?

.....
.....
.....

Group activity 4.13: Carrying Loads and Towing

This session will involve you in a number of practical activities. Your trainer will explain and demonstrate the following tasks, which you will then have the opportunity to practise.

Task One: Practise loading and unloading on-board equipment

Task Two: Practise reversing the ATV

Task Three: Practise hitching and towing a trailer, reversing a trailer and unhitching a trailer

Topic 5 – Post ATV Operations

Post-Operational Checks

Post-operational checks are an important part of vehicle maintenance. The following steps should be taken after ATV use:

- Hose down with fresh water after every use to avoid rusting.
- Check the ATV for physical damage and that all racks, fittings and equipment are secure.
- Check fuel, oil and coolant levels and top up where required.
- Restock first aid kit where necessary and check other onboard equipment.
- Store in designated area ensuring parking procedures are followed and that the keys are removed and stored in appointed location.
- Report any faults or damage in the Patrol/Lifeguard Log and advise Director of Lifesaving or delegate.

Refuelling

The ATV should be refuelled at the end of patrol or use to ensure its preparedness. Refuelling should occur in a well ventilated outdoor area off the beach and away from the public. The following points must be adhered to when refuelling an ATV:

- Do not overfill the tank
- Do not carry extra fuel in your ATV unless an approved reserve tank is fitted.
- Ensure a fire extinguisher is available.
- Never refuel near open flames.
- Never refuel near a person who is smoking, using a mobile phone or radio.
- Always clean up spills, including any fuel spills in the vehicle.
- Always store fuel in appropriate storage facilities.
- SLSA policy should be consulted regarding storage and use of fuel as it is classified as a hazardous material.
- Organisational refuelling policies must be followed

Accident Reporting

Should an accident occur involving an ATV it must be immediately reported to the appropriate officer of the Surf Life Saving Club or Service. An Incident Report must be completed.

Individual Activity 5.1: Post-Operations

Complete the following questions.

1. List 3 safety precautions when refuelling an ATV.

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2. Why is it not permitted to carry extra fuel on an ATV (unless an approved reserve tank is fitted)?

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3. What are the post operational procedures for ATV activities at your club?

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.....
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4. How and when do you record ATV activities at your club?

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.....

5. What is the accident reporting procedure at your club?

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.....
.....

Group Activity 5.2: Post-Operations

This session is a practical activity. Your trainer will explain and demonstrate how to complete post-operational checks on the ATV. You will then have the opportunity to practice this task.

Assessment Information

There are four assessment tasks required to complete the ATV Operator Certificate course. Below is a description of the assessment tasks required to demonstrate competence in this course. This section is for information only. All evidence should be collected in the assessment portfolio section of this learner guide.

Assessment Task 1: Observation

Observation of demonstrated skills and knowledge is to be carried out using an ATV and equipment in the beach environment over a period of time. Assessment is to occur on a one to one basis.

The ATV Operator is responsible for ensuring equipment is operational and that organisational policies and procedures are followed in all situations. Each task must be successfully completed in order to be assessed as competent in the practical skills component of this course.

Assessment Task 2: Written Questioning

This task is to assess your knowledge of your duties as an ATV Operator. This task will be conducted under assessment conditions supervised by an assessor. Your assessor will supply you with the assessment questions. Please write your answers in the space provided in the assessment portfolio section of this Learner Guide.

Assessment Task 3: ATV Operator Declaration

All ATV Operators are required to complete a declaration stating that they agree to adhere to organisational policies and procedures regarding ATV operations.

Assessment Task 4: Workbook Activities

ATV Operators are required to complete the written questions and practical activities in the workbook, and have their Training Officer sign a declaration to confirm that these activities have been completed by the candidate.

Assessment Portfolio

This portfolio includes all of the evidence you are required to submit to your assessor to demonstrate competence in the ATV Operator Certificate and the related competencies listed in the competency record below.

Learner details

First Name:		Surname:	
Date of Birth:		Club / Group:	

Competency record

SLSA Course		Competent/ not yet competent	Date	Assessor initials
ATV Operator Certificate				
Assessment tasks				
Task 1 - Observation				
Task 2 – Written questioning				
Task 3 – ATV Operator declaration				
Task 4 – Workbook activities				
Nationally recognised units of competency				
PUAVEH001B Drive vehicles under operational conditions				
Assessor Name				
Assessor Signature		Date		

Assessment Task 1: Observation

Does the candidate perform the following satisfactorily?	Yes	No	Explanation/description of evidence sighted/comments
Pre-operational check			
Appropriate PPE worn			
Check logbooks			
T-CLOC check			
Check equipment is secure			
Report any missing or faulty equipment			
Driving the ATV			
Correct starting procedure – BONE-C			
Braking – Safe & controlled at all times (5km/h – 20km/h)			
Parking procedures consistently followed			
Gears - Correctly selects & changes (<i>where applicable</i>)			
Large, small, combined, sharp, turns handled safely			
Swerves safely			
Reverses safely			
Hitching, towing & reversing of a trailer safely			
Hazards continuously checked for			
Speed limits maintained			
Where terrain permits			
Obstacles negotiated safely			
Inclines negotiated safely			
Traversing negotiated safely			
Post-operational checks			
Checks for damage and equipment has remained secure			
Fuel, oil and coolant levels checked			
Refuelling procedure followed			
Restocks/replaces equipment where required			
ATV stored safely & securely			
Completed all required logs and reports any faults or damage			

Assessment Task 2: Written Questioning

1. Who is the club officer responsible for maintaining the ATV at your club?

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2. What should you do if you notice a fault or damage with your club's ATV?

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3. What are the main fixed hazards on your beach?

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4. What areas of your beach are you not permitted to drive the vehicle?

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.....

5. What are four common causes of ATV accidents?

1.....2.....

3.....4.....

6. What are the ATV speed limits in your operating area?

Highly populated areas/between the flags:

.....

Unpopulated/open areas

.....

7. Name four controls that must be checked before operating an ATV:

1.....2.....

3.....4.....

8. What are the post-operational procedures for ATV activities at your club?

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9. How and when do you record ATV activities at your club?

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10. What is the accident reporting procedure at your club?

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11. How should the ATV be left while unattended?

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12. Where are the club ATV keys stored when the vehicle is not in use?

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.....

13. List three precautions that need to be observed when towing a trailer

- 1.....
- 2.....
- 3.....

14. What is the club's policy on ATV refuelling?

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15. Describe the BONE-C start up procedure

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16. List and describe the TCLOC pre-operational inspections

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17. Why are ATV's always operated with the headlights/flashing lights on?

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18. List the PPE that an ATV operator should wear

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Assessment Task 3: ATV Operator Declaration

Section One			
First Name:		Surname:	
Date of Birth:		Club / Group:	
<p>I agree to abide by the requirements of Surf Life Saving Australia in operating an ATV safely. I understand my role and responsibilities as an ATV Operator and shall at all times act in a responsible and professional manner inline with the SLSA All Terrain Vehicle policy and ATV Code of Conduct. I have completed and understand the content of the ATV Operator Certificate Learner Guide.</p> <p>If at anytime my Driver's Licence is suspended or cancelled I will notify my club immediately and shall not undertake ATV operations until my licence is reinstated.</p>			
Signature:		Date:	
Section Two			
Driver's Licence Number:		Licence sighted:	<input type="checkbox"/>
Club Officer Name:			
Club Officer Signature:		Date:	

Assessment Task 4: Workbook Activities

This declaration is to be signed by the Training Officer, to confirm that the candidate has completed the practical activities described in the ATV Operator Certificate Learner Guide, and completed the written workbook activities.

The candidate has performed these tasks to the organisational standards required:

ATV Operator Training Officer Signature: _____

Print name: _____ Date: _____

Course feedback form

Course date: _____ Venue: _____ Your name (optional): _____

Trainer(s) and Assessor(s): _____

Your evaluation of this program is very important. It enables us to improve our training programs and the quality of our service.

Statements	Strongly agree	Agree	N/A	Disagree	Strongly disagree
Course Content					
The course was explained to me prior to commencing and met my expectations					
The course had the right balance between theory and practice					
The course was the right duration and intensity					
General comments on course content					
Course Material					
The course materials were clear and easy to follow					
The activities were realistic and effective					
The course materials will be a useful ongoing reference					
General comments on course material					
Trainers and Assessors					
Knowledge was sufficient to effectively deliver the course					
Kept the course interesting and interactive					
Provided clear and complete answers to questions					
General comments					
Overall Outcomes					
My knowledge and skills increased as a result of this course					
This course has helped me meet or clarify my goals					
Course assessment activities were fair and realistic					
General comments about the overall outcomes of the course					

Thank you for taking the time to provide this feedback