



## ***North Valley Animal Disaster Group Standard Operating Guidelines***

Title: TRAILER AND VEHICLE DRIVING TESTS AND CERTIFICATION

Objective: To provide clear guidelines when driving or towing NVADG equipment

Description:

Before any volunteer may drive or tow any NVADG equipment, they must meet with a Board Member, or their designee, and show proof that they meet the minimum legal and safe requirements to operate such vehicle/equipment. This can include a driving test.

- Application: It is the responsibility of the Volunteer to fill out the application *before* requesting an appointment from a Trailer Examiner.
- At the time of the appointment:
  - Show License and registration for both the tow vehicle and any trailer(s)
  - Original Manual or documentation of tow vehicle showing tow weight rating
  - Proof of insurance
- Driving Test
  - Hook up trailer and lights
  - Forward and backing in enclosed area
  - 15-minute drive on city streets
- Most of NVADG's trailers use the round 7 pin flat (RV Type Plug)
- In order to safely - and legally - tow a trailer, you must comply with the following CVC (California Vehicle Code):
  - CVC 29003: "Tow equipment must be adequate"
  - CVC 21715: "Tow vehicle must be over 4,000 lbs unladen if towing a trailer over 6,000 lbs"

Related Documents Attached: Trailer Towing Certificate, Vehicle Inspection Form

Date: January 22, 2020

Author: John Maretti



**North Valley Animal Disaster Group  
NVADG Trailer Towing Certification**

Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Tow Vehicle Make, Model and Year: \_\_\_\_\_

The towing vehicle's manufacturer towing rating: \_\_\_\_\_

The vehicle's manufacturer GCVWR (Gross Combined Vehicle Weight Rating):  
\_\_\_\_\_

The receiver on the tow vehicle must be assessed for tongue weight and tow weight. (Taking into consideration using "weight carrying" or "weight distributing" bars):

Tongue Weight \_\_\_\_\_

Tow Capacity: \_\_\_\_\_

The insert must be assessed.

Insert Class: \_\_\_\_\_

Insert Rating in pounds: \_\_\_\_\_

The ball must have the correct rating - not just the correct size.

Ball Size: \_\_\_\_\_

Ball Rating: \_\_\_\_\_

Proof of insurance for tow vehicle and trailer: Yes No

Electrical Brakes: Yes No

Wiring Harness: Round 7 pin flat ("RV" Plug): Yes No

Proper Mirrors: Yes No

Ball must be mounted 19" high: Yes No (Depending on Trailer)

Driver's Signature: \_\_\_\_\_

Examiner's Signature: \_\_\_\_\_



# NVADG Vehicle Inspection Form

Owner \_\_\_\_\_ Date \_\_\_\_\_

Tow Vehicle Type & VIN# \_\_\_\_\_

	Y	N	Comments
License, Registration			
Proof of Insurance			
Oil, coolant, fluids			
Fuel			
Horn			
Tires, Spare Tire			
Headlights			
Turn Indicators			
Brake lights			
Road flares/reflector kit			
Fire extinguisher			
First aid equipment			
Maps			
Scanner			
Radio			

Trailer Type and VIN# \_\_\_\_\_

Registration			
Tongue latch mechanism			
Tires, Spare Tire			
Clearance lights			
Brake lights & Turn Indicators			
Electric brake system			
Emergency brake system			
Safety chain			
Floorboards			

Inspector approval \_\_\_\_\_

*Signature and Date*