



North Valley Animal Disaster Group Standard Operating Guidelines

Title: HAULING CERTIFICATE

Objective: This Standard Operating Guideline has two purposes. First is to provide clear guidelines when driving or towing NVADG equipment. And secondly, to provide clear guidelines to personnel who are driving privately owned vehicles towing any trailers. This includes towing trailers without live loads (flatbed, utility, etc.). It is not the intention of this SOG to evaluate or document any volunteer's personal vehicle driving skills when not towing a trailer.

Description:

Driving or Towing NVADG Equipment: Before an individual may drive or tow any NVADG equipment, they must meet with a Board Member, or their designee. This person will be called the Examiner. The applicant must show proof that they meet the minimum legal and safe requirements to operate such vehicle/equipment. At the discretion of the Examiner, this may include a driving test. If they will be towing any NVADG equipment, they must also obtain a Hauling Certificate (see below).

Hauling Certificate: If an individual will be towing any equipment, whether it is owned privately or by NVADG, and independent if there is a live load in the trailer, they must obtain a Hauling Certificate. It is a four-part process:

1. Watch the appropriate Driving/Towing Videos in Volunteer Impact and successfully pass the test(s) with 80% proficiency. There is always have the option of viewing the presentations during an in-person training.
2. Fill out the NVADG Hauling Certification Application, and Vehicle Inspection Form. (see attached)
3. Make an appointment with an approved Examiner. There may be situations where this service is available to multiple people during a training, etc. At the time of the appointment, the following will be reviewed.
 - a. Examination of vehicle(s) for safety, road worthiness, etc.
 - b. Show license and registration for both the tow vehicle and any trailer(s)
 - c. Provide documentation of tow vehicle weight ratings
 - d. Provide Proof of Insurance
4. Driving Test

- a. Hook up trailer, lights and chains
- b. Driving skills, aka Rodeo
 - i. Forward and backing in enclosed areas, etc.

Driving Test: At the discretion of the Examiner, a variety of skills evaluations may be utilized, including, but not limited to, the attached Driving Test example.

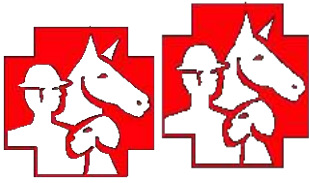
Documentation: When an Examiner has approved an applicant to receive a Hauling Certificate, they will notify the Volunteer Impact Support Team, who will add the Hauling Certificate Qualification to the individual's file.

Commercial Drivers: At the discretion of the Examiner, the Driving Test may be waived for individuals with a valid Commercial Driver's License.

Reciprocity: At the discretion of the Training Officer, Hauling Certificates from other organizations may be approved.

Attached:

- Hauling Certificate Application
- Vehicle Inspection Form
- Driving Test Example



North Valley Animal Disaster Group Hauling Certification Application

Driver: _____ Date: _____

Tow Vehicle Make, Model and Year: _____

Gross Vehicle Rating (GVW) _____

Gross Vehicle Weight Rating (GVWR) _____

Gross Combination Weight Rating (GCWR) _____

Tow Vehicle Receiver (note if using "weight carrying" or "weight distributing" bars):

Receiver Tongue Weight _____

Receiver Tow Capacity _____

Drawbar Class _____

Drawbar Rating in pounds _____

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 mounted proper height for level trailer:

Appropriate Chains: Yes No

Driver's Signature: _____

Examiner's Signature: _____

North Valley Animal Disaster Group

Vehicle Inspection Form

Driver: _____ Date: _____

Vehicle Type & License: _____

	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			

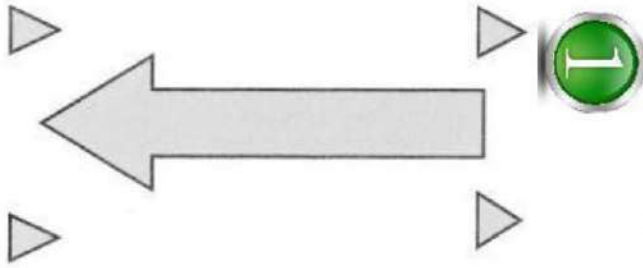
Trailer Type and License: _____

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

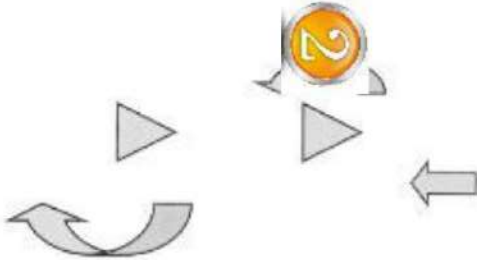
Examiner's Signature: _____

Back trailer in a straight line for 100 feet

Set cones 14 feet apart

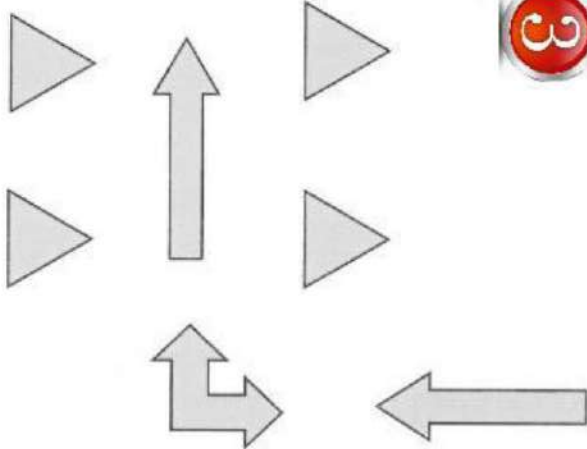


2



Set up 3 cones about 20 feet apart. Back a straight line then back around each cone, serpentine style. You can start on either side. This will simulate backing down a winding road. You can set cones further apart if you need.

3



Set up 4 cones about 14 feet apart. Back up then turn 90 degree in between the cones. This will also help when you need to make a u-turn or a 3 point turn.