



North Valley Animal Disaster Group Standard Operating Guidelines

Title: TRAILER SAFETY & MANEUVERING CERTIFICATE

Objective: This Standard Operating Guideline has two purposes. First is to provide clear guidelines when driving or towing any NVADG equipment. And secondly, to provide clear guidelines to personnel who are driving privately owned vehicles towing any trailers with live animals. It is not the intention of this SOG to evaluate or document any volunteer's personal vehicle and/or trailer driving skills when not towing a trailer with live loads.

Description:

Reciprocity: Member of the California CART Coalition (CCC) have several different requirements. Some offer a grading or tiered system. It is the intention of NVADG to have a pass/fail system. It is up to the discretion of the Training Officer, Dispatcher, or Evac Leader as to what certification that they accept from Mutual Aid resources, and how they deploy these resources.

Commercial Class Drivers: Before an individual may drive or tow any NVADG equipment that requires a Commercial Class Driver's License (Class A), they must meet with an Examiner approved by the Board of Directors. 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. Upon successful examination, the driver will be issued a Trailer Safety & Maneuvering Certificate.

Driving or Towing NVADG Equipment: Before an individual may drive or tow any NVADG equipment, they must meet with an 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. Upon successful examination, the driver will be issued a Trailer Safety & Maneuvering Certificate. At the discretion of the Examiner, this certificate may be limited to non-towing, or non live-load applications. (ie: Pick-up only)

Trailer Safety & Maneuvering Certificate: If a volunteer, staff, or employee will be driving any NVADG-owned equipment, or **towing a trailer that contains live animals**, they must obtain a Trailer Safety & Maneuvering 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 the option of viewing the presentations during an in-person training.
2. Fill out the NVADG Trailer Safety & Maneuvering 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.

Documentation: When an Examiner has approved an applicant to receive a Trailer Safety & Maneuvering Certificate, they will notify the Volunteer Impact Support Team, who will add the Trailer Safety & Maneuvering Certificate Qualification to the individual's file. A signed hard copy of the certificate will also be given to the successful candidate at the time of approval.

Attached:

- Trailer Safety & Maneuvering Certificate Application
- Vehicle Inspection Form
- Driving Test Example



**North Valley Animal Disaster Group
Trailer Safety & Maneuvering 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			

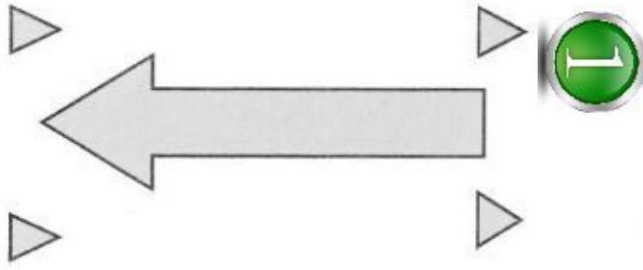
Trailer Type and License: _____

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: _____

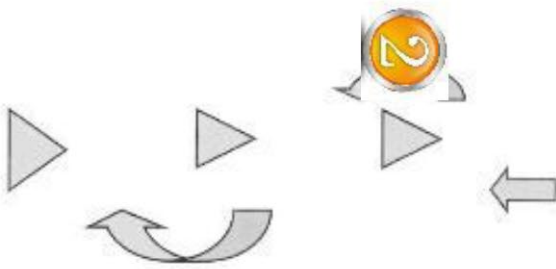
back trailer in a straight line for 100 feet

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.

