

Hutt Valley Tramping Club

Handbook for trip leaders and van drivers

Contents

Information for HVTC Trip Leaders	4
Before The Trip	6
Route and accommodation.....	6
Transport	6
Deposits or other payments required before a Club trip begins can be made from the Transport Account upon request from the trip leader. Full cost of the later recovered from the trip participants. Any costs incurred due to cancellation being recovered from the member/s making the cancellation. This enables the club to carry these costs instead of the trip leader.	7
Announcements.....	7
Capability of trip members	7
SAR contact	7
Party gear	7
Departure.....	7
During The Trip	8
Van.....	8
Monitor the group	8
Hills & Valleys.....	8
SAR contact	8
Van.....	8
Trip numbers	8
Incidents	9
Gear	9
Payments	9
Private vehicles	9
Information and guidance for trip leaders.....	9
Information for Drivers & Trip Leaders	10
Part 1 - Club Van & Drivers	12
List of approved and assistant drivers - updated March 2023.....	12

Key points for Van Drivers	14
FYI - reminders	14
Things to remember	14
About the HVTC Ford Transit Van.....	15
Criteria for Approved Drivers and Assistant Drivers	16
Part 2 - Travel Payments & Bookings.....	18
Booking the Van - organised through the Trip Coordinator.	18
Paying for Transport and Hut Fees on Trips	18
Rental vehicles and Insurance:	19
Private vehicle use and reimbursement on club trips.	20
Ferry problems	20
Part 3 - Bike Rack & Hoist	21
Pros and cons of club bike rack.	21
Bike Rack Hoist Operating Instruction	23
Part 4 - Trip fares	26

Information for Drivers & Trip Leaders^{AGEREF6}

Above this there are two sub-indexes on the pages which follow. To skip to either of these indexes do the following:-

Using the mouse, glide onto the area of the index lines above (a box appears *Ctrl + Click* etc). Now press the *Ctrl* key and notice the hand icon appears. Keeping the *Ctrl* key pressed, move the hand icon onto the subject you want to view and *click* the left mouse button. Same applies to navigating the sub indexes. If you get lost anywhere press *Ctrl* and *Home* and you are back to the start.

example: we are going to the second item above which is *information for Drivers and Trip leaders etc.*

Glide onto the area of the index lines above, (a box appears *Ctrl + Click* etc). Press the *Ctrl* key and notice the hand icon appears. Keeping the *Ctrl* key pressed, glide the hand icon onto the “*Drivers and Trip leaders*” line and click the left mouse button.

You should now be in the *information for Drivers and Trip leaders* index. Now for example to go to the section on paying for Transport and Hut Fees on trips, do the same in this index page by pressing the *Ctrl* key and moving the hand icon to the “paying for Transport and Hut Fees on trips” and left click the mouse. And there you are.

For the full list of transport costs, see the fares schedule at the end of this manual.

<p>Transport account #</p> <p>TRIP LEADERS USE ONLY</p> <p>FOR FARES COLLECTED BY THE TRIP LEADER</p> <p>03 0531 0410092 00</p>
--

Information for HVTC Trip Leaders



Thank you for volunteering to lead a trip. This information sheet provides guidance on your duties as trip leader. If you have any queries, check with the appropriate club officer, such as the Transport officer, Trip coordinator, Gear custodian or an experienced trip leader.

This table of contents acts as a handy check list that you've covered everything

Information for HVTC Trip Leaders	4
Before The Trip	6
Route and accommodation	6
Transport	6
Deposits or other payments required before a Club trip begins can be made from the Transport Account upon request from the trip leader. Full cost of the later recovered from the trip participants. Any costs incurred due to cancellation being recovered from the member/s making the cancellation. This enables the club to carry these costs instead of the trip leader. ...	7
Announcements	7
Capability of trip members.....	7
SAR contact	7
Party gear	7
Departure	7

During The Trip.....	8
Van	8
Monitor the group.....	8
Hills & Valleys	8
SAR contact	8
Van	8
Trip numbers.....	8
Incidents	9
Gear.....	9
Payments.....	9
Private vehi-	
cles	9
Information and guidance for trip lead-	
ers	9
Information for Drivers & Trip Leaders.....	10
Part 1 - Club Van & Drivers.....	12
List of approved and assistant drivers - updated March 2023	12
Key points for Van Drivers	14
FYI - reminders.....	14
Things to remember	14

About the HVTC Ford Transit Van.....	15
Criteria for Approved Drivers and Assistant Drivers	16
Part 2 - Travel Payments & Bookings.....	18
Booking the Van - organised through the Trip Coordinator.	18
Paying for Transport and Hut Fees on Trips	18
Rental vehicles and Insurance:	19
Private vehicle use and reimbursement on club trips.....	20
Ferry problems	20
Part 3 - Bike Rack & Hoist	21
Pros and cons of club bike rack.....	21
Bike Rack Hoist Operating Instruction.....	23
Part 4 - Trip fares	26
Payments	AGEREF5

Before The Trip

Route and accommodation

Find out the route and type of trip. Make sure permission for use of huts and property has been obtained. Book any huts that use a booking system. If you need hut tickets for yourself or party members pick these up from the Transport officer or nominated Gear custodians. If the trip requires accommodation other than huts e.g. at a motor camp on Friday night, you will need to arrange it.

Transport

Arrange transport, conferring with other leaders and the Transport officer well before the trip. For South Island trips ferry bookings are done by the Transport officer but if a rental vehicle is needed that is your responsibility. Check you have approved van drivers and remind them to bring their licence. There is a list of approved van drivers

next to the trip signup sheets and in the van. See the Transport officer if you want to become an approved van driver.

Pick up the van keys on Wednesday evening.

Deposits

or other payments required before a Club trip begins can be made from the Transport Account upon request from the trip leader. Full cost of the later recovered from the trip participants. Any costs incurred due to cancellation being recovered from the member/s making the cancellation. This enables the club to carry these costs instead of the trip leader.

Announcements

Be present at meetings three Wednesdays before the trip runs to make announcements and collect names. It is often useful to compile a trip information sheet to hand out to participants setting out the details such as departure time, route and maps, food, gear, costs, and your contact details. Additional trip announcements and information can be distributed to members via the club's e-mail network.

Capability of trip members

While collecting names explain all details to newer or inexperienced people, checking they have the gear necessary for the trip. Give them a copy of the *Information for new members* leaflet if they don't have it.

Check with all trip members on their tramping fitness and any medical conditions they have. Ensure they carry enough medication when necessary and check with them where they keep it while on the trip in case you have to find it for them in an emergency. You do not have to take someone on your trip if you don't think they are capable of safely doing it.

SAR contact

Check who the SAR contact is for that weekend. Supply the SAR contact or Trip coordinator with a list of all trip members, including the names, addresses and phone numbers of all non-members in the party.

Party gear

Collect all necessary party gear. This must include a personal locator beacon (PLB) and party first aid kit. Other gear may be billies, tents or fly plus poles and pegs. The club supplies stove fuel but doesn't have communal stoves/cookers. You will need to make arrangements for someone on the trip to bring one along, or to borrow one from another member.

Departure

Have all party gear at the van. Check names off your list and count the number present

- this is important. Agree drop-off and pickup points with van driver. You may agree to other pickup points along the route, for example Dry Creek Quarry on Haywards Hill, or the Plimmerton Bowling Club but note it is outside Club policy to agree to private pickups or drop-offs off the route to suit individual members.

Make sure the van odometer reading is entered in the log book at the start of the trip

During The Trip

Van

At the road end make sure the van is locked and all windows shut before you set off. If there is more than one trip using the van, agree on the time you will meet back at the van with leaders of other trip/s and see that a set of keys is with each party.

Monitor the group

Look after the spirit and mood of the party. Ensure all trip members understand your expectations and instructions about the safety of the party while route finding, crossing rivers and at campsites. Get help from other reliable and experienced members to either bring up the rear or watch the front. Think of the slowest member and check numbers occasionally.

In the event of an accident or incident see club guidelines on the use of PLBs that are with the PLB. If you are late or an accident has occurred contact one of the SAR contacts as soon as possible (you may ring collect). Alternatively contact the President, Trip coordinator or another Club Officer.

Get the party back out to the van at the right time and place, even if it means cutting the trip short, but do not push your party into danger to reach the van - it is better late than never.

Hills & Valleys

Arrange to have an article written for Hills & Valleys. It is easier to arrange it on the trip than afterwards.

After The Trip

SAR contact

Send the SAR contact a text when you get out from the bush or arrive back home.

Van

Make sure the final odometer reading for the van is entered in the log book

Trip numbers

When you are home send the Trip coordinator an email or text with the number of participants on the trip

Incidents

Report any incident, accident or near miss to the Trip coordinator or President. This will be recorded in our club's Incident register. The information is useful to review and ensure we learn from any accidents about safety and well-being on trips.

Gear

Make sure all club gear is returned clean and dry. Report any damage to the Gear custodian.

Payments

It is your responsibility to collect all trip fares (including defaulters) and hut ticket payments. You will need to arrange for them to pay you, and you make a single transfer to the transport account. The HVTC transport account number is 03 0531 0410092 00. Clearly indicate which trip the payment relates to. Details for this come under the heading - *Paying for Transport and Hut Fees on Trips*. see page 11.

Note that there is no surcharge for non-members. Student fares are available to members and non-members attending a secondary or tertiary institution fulltime.

Private vehicles

We use club transport for club trips for overnight/weekend trips. Private vehicles may be used for weekend trips when the van is full (or not full enough e.g. four or fewer travellers) or otherwise unable to carry the passengers. Discuss the use of private vehicles with the Transport officer. When private vehicles are used the owners will be reimbursed at a rate of 35c/km.

Sunday trips typically use private vehicles and passengers reimburse the driver directly. As leader you should facilitate a fair and consistent payment of costs across all passengers and vehicles.

Information and guidance for trip leaders

If you think of other information that would be useful to have in this information sheet, please let the Trip coordinator know.

Information for Drivers & Trip Leaders

Be familiar with this but if you need access to any of this information a copy is in the Ford Transit on the dash top, in the glove box or in the overhead storage behind the cab.

Information for HVTC Trip Leaders	4
Before The Trip	6
Route and accommodation	6
Transport	6
Deposits or other payments required before a Club trip begins can be made from the Transport Account upon request from the trip leader. Full cost of the later recovered from the trip participants. Any costs incurred due to cancellation being recovered from the member/s making the cancellation. This enables the club to carry these costs instead of the trip leader.....	7
Announcements	7
Capability of trip members.....	7
SAR contact	7
Party gear	7
Departure	7
During The Trip.....	8
Van	8
Monitor the group.....	8

Hills & Valleys	8
SAR contact	8
Van	8
Trip numbers.....	8
Incidents	9
Gear.....	9
Payments	9
Private vehi- cles	9
Information and guidance for trip lead- ers	9
Information for Drivers & Trip Leaders.....	10
Part 1 - Club Van & Drivers.....	12
List of approved and assistant drivers - updated March 2023	12
Key points for Van Drivers	14
FYI - reminders.....	14
Things to remember	14
About the HVTC Ford Transit Van.....	15
Criteria for Approved Drivers and Assistant Drivers	16
Part 2 - Travel Payments & Bookings.....	18

Booking the Van - organised through the Trip Coordinator.	18
Paying for Transport and Hut Fees on Trips	18
Rental vehicles and Insurance:	19
Private vehicle use and reimbursement on club trips.....	20
Ferry problems	20
Part 3 - Bike Rack & Hoist	21
Pros and cons of club bike rack.....	21
Bike Rack Hoist Operating Instruction	23
Part 4 - Trip fares	26
Part 4 - Trip fares0	

Part 1 - Club Van & Drivers

List of approved and assistant drivers – updated March 2023

-

Approved Drivers	Lead Trailer Drivers
------------------	----------------------

<p> Andrew Robinson Bob Deller Brendan Quirke Catherine Croucher Chris Keen Chris McMillan Dennis Page Derek Richardson Doc Watson Emma Dobbie Frank Usmar Geoff Norton Graham Lyon Ian Flux Jackie West Jan Arts Jeanette Rybinski John Simes John Smeith John Tristram </p>	<p> Julie Lewis Kate Brownsword Kate Livingston Maarten Vink Marina Skinner Martin Watson Mike Priest Mike Wespel Rose Murray Presland Murray McMillan Nick McBride Patrick Fotheringham Paul Haines Russell Clayton Russell Oliver Tania Hatfield Tony Jaegers Tony Birtwistle Vera de Graauw William Liao </p>	<p> Paul Haines John Tristram Catherine Croucher Frank Usmar John Smeith Martin Watson Graeme Lyon Chris Keen Russell Oliver </p>
		Assistant Drivers
		<p>Pamela Campbell</p> <div>Recently added</div>

Key points for Van Drivers

Unlocking all the Van doors at once:

Either press the open button **TWICE** on the remote keypad OR turn the key anticlockwise twice in succession.

To Open the Bonnet:

You need the ignition key. The lock is situated outside and in front at the top of the radiator grill. The key needs to be turned one way to unlock **then the other way to open!** Note where the battery jumper leads connect to while the bonnet is open.

FYI - reminders

Fire Extinguisher:

Located beside the driver's seat (right hand side)

Jack:

Located under the driver's seat (access through side of driver's step). The handle/brace are under the seats by the sliding door. Note access hole for jack at rear RHS when rear door is open.

Battery Leads And Chains:

Under seats by the sliding door.

Safety Triangle:

Under seats by the sliding door.

First Aid Kit:

In the overhead locker

Headlamp bulb:

A spare is kept in the glove box

On the journey

Passenger Comfort:

Seat belt reminder, speed, comfort stops, ventilation, back seat passenger's comfort.

Driving Distances:

Examples; Wellington to Levin, Levin to Taihape, Taihape to Ruapehu
Lesser distances on return journey.

Things to remember

Trip fares

Trip leaders accumulates trip fares etc and direct debits to Transport account followed by an email with details of the trip and what the payments are for.

Transport Account Number is 03 0531 0410092 00

Rubbish There is no rubbish collection at the club rooms so please take rubbish away.

About the HVTC Ford Transit Van

Keys. Two sets kept in gear room. Collect on Wednesday evening remembering to sign them out.

Opening and locking van with the remote control. To **unlock everything** (front and rear doors) it is necessary to press the open button **TWICE** on the remote pad, (this button has an open padlock icon imprinted on it); the first click will only unlock the front doors. Without the remote, turning the key **TWICE** in succession simulates this. If all else fails try locking the van with the key on the front passenger door.

The interior lamp in the passenger compartment can be controlled by a separate switch on the dashboard to the right of the steering column. This enables the interior roof light to be operated regardless of the side door being open. *Note that this is disabled when the keys are removed from the ignition so that if the light was left on the battery would not die.*

On the road keep all doors unlocked when travelling and remind passengers to buckle up. While driving, consider your passengers - **Headlights On**, speed, cornering, braking and ventilation and comfort stops. Sharing the ride. Driver rotation guidelines: *Wellington to Levin; Levin to Taihape/Waiouru; Taihape/Waiouru to Ruapehu; and lesser distances on even longer journeys.* If there are no assistance drivers available, breaks should be taken regularly as indicated above.

Parking at the road end. Close quarter-lights, hide valuables, and give the spare key so that the same person is not carrying both keys.

Refuelling – Diesel: The club gets a nominal discount at BP with the fuel card (kept in glove box), but the card can be used at other brand outlets.

On return & garaging. Re-fuel at BP Lower Hutt before completing journey. Leave petrol receipts in the credit card wallet. Please don't reverse van into garage. Drive straight in leaving it unlocked, free of rubbish and with at least the sliding door open to ventilate. Post one set of keys into the gear room door letter box and keep the other set to lock up with and return these on the next club evening. Remember to complete the log book

Punctures and Problems The spare wheel is under the rear and the jack is located under the driver's seat (access through side of drivers step). Tyre pressures are **Front 45psi Rear 60psi** and are checked periodically by John
Stored under passenger compartment seating are tools, snow chains and a Safety triangle. Jumper leads are also kept there if the battery is flat. (Remember black arrow

marker on top of plastic fan shroud indicating negative jumper lead connection point for jumper leads – it's hard to see). The glove box contains a spare headlamp bulb. A First Aid Kit is stored in the overhead locker and a fire extinguisher is under the driver's seat.

Criteria for Approved Drivers and Assistant Drivers

Approved Drivers

Approved Drivers are members who have a current driver's license (class 1) and have demonstrated to the Transport Officer their ability to drive and manoeuvre the club vehicle with competence and have been familiarized with the club van and its accommodation.

Assistant Drivers

A licensed driver who has been on club trips previously and understands the ethic of **Approved Driver** requirements, observing speed limits, comfort stops, and consideration to other road users etc. That person must prove competence in driving the van with the Transport Officer prior to their admission as Assistant Driver. In addition, a club trip may not make use of the club van unless at least one fully Approved Driver is present on the trip and travels in the club van. Assistant Drivers must accept any decision/s that the Approved Driver may make that relate to driving of the club van.

Lead Trailer Drivers and Assistant Trailer Drivers

There must be a **Lead Trailer Driver** to manage any trip where the club's 12 position bike rack is used.

Lead Trailer Drivers

Must be an **Approved Driver** and have already been a **Trailer Assistant** on a previous trip where the bike trailer system has been used. That person must be competent in, and able to -

- collect trailer from hire point and know how to hook up correctly
- fit rack on to and off of trailer
- load and secure bikes on and off the rack
- manage trailer manoeuvring

Note:

It is not expected that many members will want or need to be fluent with the requirements set out above as **Lead Trailer Drivers** and it will involve investment in time and effort to provide this training. However, it is essential that the driving can be shared by other passengers. Members who are already **Approved or Assistant Drivers**

can drive with the trailer but under the direction of the **Lead Trailer Driver** on that trip as indicated under **Trailer Assistant** below.

Trailer Assistant

Trailer Assistant can drive the van and trailer combo providing they are already an Approved or Assistant Driver and under the direction of the Lead Trailer Driver. Assistant Trailer Drivers should not be expected to drive with a full load or in adverse situations and should avoid attempting awkward manoeuvring.

Part 2 - Travel Payments & Bookings

Booking the Van - organised through the Trip Coordinator.

At the time a new trip list is being compiled, if there is a conflict with same date trips for a bike plus tramping trip, then the bike trip should get priority. If, however, the syllabus has been published and then at a later date, someone proposes a bike trip for a weekend that tramping trips have already been set down and have leaders assigned, then the tramping trip/s get priority (since they fixed their date first).

There may be the occasional exception to the above e.g. a tramping trip to Ruapehu and a local bike trip are both scheduled for the same weekend. In this case, if the Ruapehu trip is likely to be filled, it may be more sensible for the tramping trip to be granted priority use and the cycling trip participants asked to make other arrangements (e.g. hire a van with a tow bar – see below). In any case, common sense and courtesy should prevail and leaders should communicate ahead of time to resolve possible conflicts or the potential for last minute misunderstandings.

There is nothing to stop the bike trip leader asking the other trip leaders if they would mind allowing the van to be used for the bike trip instead. In this case, leaders of those other trips have the option to provide private transport or rent appropriate sized vehicles for their trips under the club's "Private and Rentals Guidelines."

Minimum passenger number

The minimum number using the club van on a club trip is now 3 people BUT.

The breakeven point for number of passengers in the van is around seven. Above this the club makes a surplus which accumulates over the years and is set aside for a replacement vehicle when this one reaches retirement. Fewer than seven passengers and the club is subsidising the fare so a minimum of 5 passengers was set. However, there have been occasions when a smaller group have needed the van for a club trip. In this case the party has to divide what the fare for 5 would have cost between them and the minimum is now 3 people. The club will still be subsidising the fare but this will enable the trip to go.

Paying for Transport and Hut Fees on Trips

Trip leaders are responsible for fare collection. This should be done as soon as possible after the end of the trip. The preferred method is for the trip leader to deposit this in one sum to the transport account. (If people wish to pay by Internet, this must be done to the trip leader's bank account not the club account). It is essential to insert details in the bank deposit panes as follows

For the internet bank deposit there are 3 fields titled **Particulars** **Code**
Reference

which are where you can place your **Name** **Trip Date** **Destination**.

The second step is to provide the transport officer with details of this bank deposit by email and itemise what the funds represent. This should include date of trip fare, and where it when to, number on the trip, and any explanation of the accumulated costs such as hut tickets are all essential.

FYI - Transport account number for trip leaders is 03 0531 0410092 00

Rental vehicles and Insurance:

Rental Vehicles and Insurance: The trip leaders make their own arrangements for booking and collection of the rental vehicles. The club has its own insurance which covers rental vehicles so it is no longer necessary to opt for the lower excess waiver with the rental company's insurance.

On larger trips and when the club van is full, it is left to the trip leader/s to organize the rental vehicle if necessary. The passengers pay the same fare as the existing group which the trip leader collects. The club reimburses the trip leader for the rental and fuel costs once the fares have been handed in and adequate documentation has been received. If private vehicles are included, *Private Vehicle Reimbursement Guidelines* which follows, may be used for their drivers independently.

If the group is on a different trip then that Trip Leader makes independent arrangements for private or rental transport. If the rental option is decided then the rental/fuel costs are simply divided between the group on that trip so that the leader recoups his costs less his contribution. For private vehicles the *Private Vehicle Reimbursement Use and Reimbursement on Club Trips* below applies.

When the Club's vehicle is loaned to a privately-organised group and a Club group consequently needs to rent a vehicle for a Club-scheduled trip, the participants on that trip shall pay no more than the Club's scheduled fare towards the costs of the rental vehicle. Any excess costs for the rental vehicle should be recovered from the privately-organised group that is using the Club's vehicle.

Private vehicle use and reimbursement on club trips.

At the end of a journey the driver calculates the reimbursement by multiplying 35c into the distance covered i.e. total 340 km x 35c = \$119 total cost. This cost is then divided between the group who pay their part to the driver. If there is only one passenger then the cost is split between driver and passenger so the passenger pays his or her half (\$59.50) to the driver.

e.g. A trip to Ruapehu with driver and two passengers is 700 km return. At 35c per km = \$245, so the driver collects \$82 from each of his two passengers.

e.g. a trip to Holdsworth Lodge with driver and passenger is 200 km return. At 35c per km = \$70, so the driver gets half (\$35.00) from his passenger. With 3 people on board he collects \$23.50 from each of his three passengers.

Payment of Insurance Excess for Private Cars

In the event that a club member has used their vehicle to meet the needs for a Club trip and it has suffered damage as a consequence, a maximum \$400 per incident will be met by the Club.

Drivers of private vehicles are remunerated on the trip and without the involvement of the club with the exception of ferry trips. Please note that the running cost are based on the IRD & Jury Service Kilometre Rates which the GC have calculated at 35c per kilometre. The *Private Vehicle Reimbursement* paragraph above is intended as a guide but ultimately it is up to the driver and his passengers to agree among themselves

South Island / Ferry trips

Once again it is left to the trip leader/s to decide and organize the rental vehicle. However, with Rental and Private all the transport costs have to be pooled together and divided equally between participants so that the passengers pay the same fare as the existing group. Again the club reimburses the trip leader for the rental and fuel costs and the drivers of the cars will be reimbursed mileage at 35c /km rate.

Ferry problems

In case you need to make amendments to bookings, these numbers will be helpful (have your Booking number handy so you can give it to the operator when requested):

Wellington Terminal 04 815 9617 Picton Terminal 03 520 3235

Group Bookings phone 0800 878 898 and our account number is FA 5346

Customer Services number is 0800 802 802 (Mon to Fri 8am – 8pm).

We can cancel up to one hour prior to sailing and the fare is 90% refundable

Part 3 – Bike Rack & Hoist

Pros and cons of club bike rack.

It is the Trip leader's responsibility to liaise with the Trip Coordinator and ensure that the club van is available for the trip and will not conflict with another trip expecting to use the van at the same time. Let the Transport Officer know when you need the trailer and he will book it for you. Payment needs to be made on collection but this will be reimbursed to you out of the fares collected from the group. BP Service Station (Railway Avenue) waives a \$20 deposit normally taken to ensure that the trailer is returned CLEAN. Please respect this and consider if the trailer needs a wash down before returning! Any damage to the trailer must be reported to the garage staff on return. It is recommended to call BP Service Station Railway Avenue (570 2544) a day or two prior to picking up the trailer to ensure the booking has not been misplaced. The routine of hooking up the system will be clearly demonstrated to and understood by the Lead Trailer Driver in advance but some key notes and reminders have been included here.

- Once the trailer is hooked up to the van it is difficult to open the rear doors so consider loading up the back of the van before hooking on the trailer.
- Gear such as tents and spare wheel can be stored in the well of the trailer and may be easier to do before the rack is mounted. Remember this equipment will be exposed and get wet if it rains.
- Have the rack Kit Bag at hand which includes all the anchors, straps etc.
- Move the van out of the way so that the drive and garage are clear. Position the trailer approximately under there the rack hangs with tow bar facing out and rest it on the black wooden step.
- Before proceeding with lowering the rack refer to the **Bike Rack Hoist Operating Instructions Manual** hanging up in the garage if you need to --- but remember
 - Place small wooden blocks under the frame of the bike rack to facilitate the slings.

Four J type clamps hold the rack down to the trailer and there is a ratchet ring spanner of 9/16 AF supplied for this. The clamps are pre adjusted so that they do not pull too hard on the trailers fixing bars. Because of variance in trailer tolerances it may be necessary to re-adjust the length of the J clamps but keep each of the 4"J" clamps partnered with the position they are allocated to. This will minimise the need to have to adjust them each time.

Now the trailer can be attached to the van.

Hook the trailer onto the van before loading bikes onto the trailer – *if you don't there's a risk of the trailer tipping up on its own as the bikes are being loaded.*

Bikes should be loaded in sequence and positioned so that the rear wheels are in the vertical support of the rack. To reduce interference between bikes, a wooden slip may be placed under the rear wheel of a bike to raise it by 24mm. Sometimes it is easier to move a bike to a different position if it clashes with another. Alternatively saddles may need to be raised or lowered to allow sufficient clearance to adjacent bikes. *You may want to mark your saddle position with a waterproof marker prior to this.*

Straps and Strops

Note that a *Vertical Stop* has been welded to the top of each rear wheel cage and now requires only one 1 strap to secure the rear wheel. This strap must be looped around the vertical stop and the rear wheel in such a manner that the strap does not slide down the cage during the course of the journey.

Front wheel need a similar strap to secure it to the bottom rack well as usual before.

Strops are employed to support the bikes once in position and prevent interference between partner bikes. The strops are looped around the centremost point of each crossbar with sufficient tightness to hold them in position and preventing interference with adjacent bikes. **over tightness is unnecessary and may damage the bike frame.*

In the Kit Bag

In the Kit Bag are 36 straps, wheel clogs and strops for tying the bikes together and the spanners for the J clamps. Also included is our very own wiring harness for the trailer to van lights, a padlock with chain and an anti-theft ball lock which prevents the trailer from being stolen if it is left unattached to the van. You will also find some spare nuts and hardware in the bag and a spare wheel spanner.

Reminder

There must be a Lead Trailer Driver with the party to supervise connecting, loading and driving the vehicle, and on longer journeys, there should be sufficient relieving Assistant Drivers.

Bike Rack Hoist Operating Instruction



To Lower the bike rack:

1. Remove vehicle.
2. Unhook chains from hook on Garage wall.
NB. The black chain is the load bearing chain and the loop hooked to the wall should be allowed to swing free and rise up as the load is lowered. The shiny zinc plated endless chain is the drive chain, pull one side to raise and pull the other side to lower.
NB. The chain block hoist will not operate unless the drive chain is pulled in one direction or the other.
3. Give one leg of the chain a tug to release the drive mechanism and check whether the chain block is in raise or lower mode. To change the direction of operation, pull the other leg of the chain.
4. As a general safety precaution avoid walking under the load during lifting or lowering operations.
5. Lower the bike rack slowly making sure you avoid hooking up on any parts of the building, shelves or items stored in the garage. Use the white stick provided as necessary to rotate the bike rack away from any obstruction.
6. The bike rack may be lowered all the way to the ground if required or alternatively lowered directly onto a trailer. If lowering onto a trailer, start the lowering procedure and continue until the bike rack is at a level where it can be readily controlled by hand to rotate it around for positioning on the trailer. At that point back the trailer into the garage and under the bike rack.

7. For lowering the bike rack onto a trailer make sure that the trailer is positioned as close as possible to the correct position i.e. directly under the chain hoist, to avoid having to push the bike rack across to line up with the trailer as this will unduly strain the system and increase the risks.
8. For the final placement on the trailer and removal of the slings it will be necessary to position some **small timber blocks** under to longitudinal bearers of the bike rack before it makes contact with the trailer so as to avoid damaging the slings.

NB. Any damage to the slings will render them unusable and require their replacement.

9. Once the load has been taken off the chain block hoist, disconnect the slings by removing the small 2-tonne shackles that connect the ends of the two pairs of slings under the frame of the bike rack.

NB. There is no need to remove the large shackle that connects the four slings to the chain hoist.

10. Raise the hoist as necessary to clear the slings from the bike rack and clear the working area around the trailer. Manually lift each corner of the bike rack in turn to remove the temporary timber blocks and gently lower the bike rack onto the trailer and secure to the trailer as normal.

To Raise the bike rack:

1. Back the trailer into the garage and position it directly under the chain block hoist. This is necessary to avoid any violent swinging of the bike rack as it breaks free from the trailer and to avoid any undue loading of the lifting system.
2. Undo the securing clamps from the trailer.
3. Manually lift each corner of the bike rack in turn and place small wooden blocks under the frame of the bike rack. Lower the chain hoist to the point where the ends of the slings can be slid through the guide bars of the bike rack and under the frame of the bike rack. The slings must be fed under the frame of the bike rack in the location marked on the frame and as shown on the manual. This will provide the maximum lifting height for the load and a stable lift. The ends of each pair of slings shall be joined together under the frame of bike rack using the small shackles provided, ensure that the shackles are centrally positioned so the load will be raised in a level manner.

NB. Do not attach the slings to the bike support channels or guide bars as these may bend or break.

4. Once properly secured, gently start to raise the bike rack and check that it is safe to proceed with fully raising the load. Check the load as it is being hoisted to avoid any snagging on the building structure, shelving or other items stored in the garage.

NB. Be aware that if the load is not directly under the hoist the load will swing when lifted and this may lead to injury or damage to the building or the bike rack.

Additionally the bike rack may also catch on some part of the trailer or the building and result in a violent movement as it breaks free also increasing the risks involved.

5. Be aware when lifting to stop pulling on the drive chain before the lifting hook crashes into the chain block housing. If the lifting hook does come in contact with the housing be sure to lower the load just a little so that it will be easier to check which is the correct leg of the chain to pull to release the locking mechanism next time the bike rack is to be lowered.
6. On completion hook the drive chain and the loop of the hoist chain back over the hook provided on the wall of the garage. This is to provide clear access around the vehicle in the garage and to avoid damaging the paintwork on the vehicle.

Part 4 - Trip fares

Trip Fares at June 2011 revised from June 2006 by Graham White - Transport Officer
 Trip Fares at October 2021 & February 2023 reviewed by Transport Officer - John Smeith

Destination	Km	Adult Fare \$	Youth Fare \$
Tararua Forest Park			
Kaitoke	80	14	8
Frances Creek (Salvation Army Camp)	90	14	8
Tauherenikau Gorge	100	14	8
Renata Saddle	115	14	8
Waiohine Valley Rd (Reeves)	160	22	14
Walls Whare	170	22	14
Ngatiawa	170	22	14
Otaki Forks	175	22	14
Mangaterere	180	22	14
Spion Kop	190	22	14
Waitohu	190	22	14
North Manakau	200	22	14
The Pines (Waingawa)	200	22	14
Holdsworth	200	22	14
Ohau	210	22	14
Ruamahanga	215	22	14
Mikimiki	220	24	14
Kiriwhakapapa	230	24	14
Mangahao Dams	270	30	18
Mangatainoka (Putara)	280	30	18

Rimutaka Forest Park			
Sunny Grove	20	8	6
Narrow Neck Stream	54	12	8
Catchpool (5 Mile)	56	12	8
Orongorongo River mouth	70	12	8
Waiorongomai Station	140	20	12
Wharepapa Stream	180	20	12
Aorangi Forest Park			
Washpool Stream (Makotukuku)	230	30	20
Whakatomotomo Road Tauanui River & Turanganui River	230	30	20
Poley Stream & Castle Stream & Ngapotiki Lodge	240	30	20
Pararaki Stream	240	30	20
Otakaha Stream (Kawakawa)	245	30	20
Mangatoetoe Stream	260	30	20
Palliser Lighthouse Stonewall Basin	270	30	20
Ruahine Forest Park			
Whariti Rd Transmitter	345	43	30
Coppermine Rd	350	43	30
Opawe Road	390	43	30
Tamaki West Rd/Kumeti Rd	400	43	30
Pohangina Base/Takapari Rd	420	43	30
Table Flat Rd Heritage Sixtus Lodge	430	52	37
Renfrew Rd Rangiwahia	480	52	37

Rangitane Rd Kawhatau Base	490	52	37
Mangakukeke Rd Bayfield Purity	490	52	37
Kashmir Rd & Mill Rd Moorcocks Base	500	58	40
Pourangaki Rd Pourangaki River	500	58	40
Mokai Rd Mokai Base	510	58	40
North Block Road Triplex Creek/Waipawa River	550	58	40
Hinerua Rd Tukituki River	550	58	40
Wakarara Rd Makaroro	560	58	40
Mangleton Rd Masters	615	58	40
Mangleton Rd Sentry Box	620	58	40
Kaimanawa Forest Park			
Boundary Rd	580	58	40
Kaimanawa Rd	638	58	40
Waipakihi Rd	652	58	40
Kiko Rd	710	58	40
Egmont National Park			
Manaia Rd (Dawson Falls)	676	58	40
Pembroke Rd (Stratford House)	690	58	40
Egmont Rd (North Egmont)	720	58	40
Tongariro National Park			
Ohakune Mtn Rd	621	58	40
Whakapapa	700	58	40

Ketetahi	710	58	40
Mangatepopo	716	58	40
Kaweka Forest Park			
Gentle Annie/Kuripapango	740	58	40
Makahu Saddle	760	58	40
Other North Island			
Wellington Ferry Terminal	34	6	4
Whanganui Bay		58	40
	Km		
South Island Destinations (land fare when Club van is used)			
Mt Richmond Forest Park	232	30	20
Motueka	401	43	30
Nelson Lakes	322	43	30
Kaikoura	436	52	37
Matiri Valley	487	52	37
Murchison	666	58	40
Cobb	574	58	40
Lewis Pass	737	58	40

Formula for calculating long distance one-off trips will be:

For each person: \$58.00 plus 10 cents for every km in excess of 700km.

(for example, for a 1000 km trip: fare is \$58 + \$30 = \$88/person.)

Non-Members:

The surcharge for non-members will be \$0.00 for local trips and \$0.00 for longer trips.