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Policy Document – Event and Maintenance M116 Trailer Use

Disclaimer

OF4WD policy documents are not by-laws. They are documents that explain some of the procedures and stances the OF4WD takes on certain issues. They outline procedure and clarify the process involved in interacting with the OF4WD. Policy documents are updated periodically and thus should be revisited regularly if in question. The OF4WD makes no claims as to the completeness of the information herein. The comments below are based on the opinion and judgment of the Board of Directors for guidance purposes only and should not be considered legally binding.

Event and Maintenance M116 Trailer Use

The OF4WD Event and Maintenance M116 trailer is available for use by members and clubs in good standing with the OF4WD. Such uses can include but are not limited to;

- Trail maintenance or cleanup activities
- Adopt a road clean up initiative under a municipality or other government regulated body
- Club events such as show and shines or fundraisers
- Trade Shows
- Club trail riding events where a trailer may be required
- Assisting other trail user groups with tasks

How to Book and Sign out the Trailer

- 1) Send an email to trails@of4wd.com state your name, club if required, location of use, what the use will be and the date you will need the trailer.
- 2) OF4WD Board members or designate will organize drop off and confirm date
- 3) Both parties, board member and member requesting use will fill out the below information and check list prior to trailer being signs out and on return.

Responsibility

Trailer maintenance and use is the responsibility of the OF4WD board of directors (BOD) or it designates and therefore will be assessed on a case by case bases. The board will decide on its use if conflicts arise and will work diligently with the members and clubs to ensure everyone can get the task done where the trailer is required.

While the maintenance of the trailer overall is the responsibility of the BOD it shall be viewed as all members and clubs have a duty to ensure maintenance issues are reported and that the trailer is cared for as if it were a rental or your own.

While minor dings, scratches or scuffs are to be expected members shall do their best to prevent damage to the trailer. Front and rear trailer tow points are provided and can be used to assist in preventing damage to trailer.

Members using the trailer are responsible for educating themselves with the trailer and its functions using the provided tools located on the OF4WD website. If unsure, ASK!

It is the responsibility of the user to return the trailer in the same or better condition than when it was sent out.

The below checks shall be conducted by the user and or OF4WD BOD member or designate.

Checks for being sent out: Place a check in each circle

- Tire pressure is in spec depending on use (Ex. Light loads, 50psi, heavy loads 80psi)
- Wheels are in good condition and lugs are not coming loose
- Security Wheel Lock is removed
- No leaks from hubs or brake system
- Brake hydraulic actuator is free in movement and working
- Brake hydraulic hand level is released
- Mechanical brake levers (2) are working and released before moving
- All lighting is in working order
- Electrical connector is free of corrosion and plugged into vehicle
- Emergency brake away line is attached to vehicle
- Pintle hitch is correctly installed on vehicle and height adjustment is set for trailer to be parallel to ground
- Ensure safety chains are attached to vehicle
- All latches for rear tailgate and upper gate as well as dumping box pins are installed and secure
- Tongue lift is working and lifted away from park position when connected to vehicle. Ensure safety pin is installed and secure.
- Ensure canvas top is fully secured along with all attached tooling or loads with in trailer
- Ensure all driver information and insurance documents are recorded later in this policy

Upon Return of Trailer: Place a check in each circle

- **Trailer is reasonably clean and free of dirt and mud**
- Tire pressure is in spec depending
- Wheels are in good condition (Tread) and lugs have not coming loose
- Security Wheel Lock is installed
- No leaks from hubs or brake system
- Brake hydraulic actuator is free in movement and working
- Brake hydraulic hand level is released
- Mechanical brake levers (2) are working and engaged before un-latching from vehicle
- All lighting is in working order (Replace bulbs as required)
- Electrical connector is un-plugged from vehicle
- Emergency brake away line is detached from vehicle
- Pintle hitch is correctly stowed away in trailer
- Ensure safety chains are detached from vehicle
- All latches for rear tailgate and upper gate as well as dumping box pins are installed and secure
- Tongue lift is working and placed in park position when disconnected from vehicle. Ensure safety pin is installed and secure holding the lift in position.
- Ensure canvas top is fully secured along with all attached tooling or loads with in trailer
- Ensure trailer sign off return is completed
- Ensure any maintenance issues are reported

Information Gathering and Declaration of Responsibility Statement
(This Page to be left with OF4WD BOD or Designate)

I _____, hereby state that I have experience operating a vehicle while towing a trailer of similar size of the OF4WD M116 trailer. I understand that my vehicle's liability insurance is liable for any damages or claims associated out of the use of towing the trailer.

I agree to follow and perform all the above checks and have educated myself with the provided material and have full understanding of how the M116 trailer works and shall be used.

I have provided the OF4WD with a copy of my auto insurance policy and license.

Any damage to the trailer or property is to be reported immediately to the local police department where the damage takes place. A report is to also be made to the OF4WD Board of Directors within 24 hours or the first business day after a weekend with information as to what happened, names and addresses of all parties involved and the case number from the local police department.

NAME: (First and Last) _____

Drivers License Number: _____

Auto Insurance Provider: _____

Policy Number: _____

Full Address: _____

Phone Numbers: _____

OF4WD BOD or Designate Name: _____

Users Signature: _____ Print _____

OF4WD Signature: _____ Print _____

Date of Issuance: _____

Date of Return: _____ OF4WD Initial _____