

SOP 3.3 – Accidents Involving Lifesaving Vehicles and Side-by-Side Vehicles

Section 3 – Vehicle Operations

Scope

To describe the procedure to be followed by applicable agency personnel involved in the operation of Lifesaving Vehicles and Side by Side Vehicles (SSV), specifically in relation to accidents.

Audience

	Patrol Captain	Patrol Member	State Duty Officer	Area Lifesaving Ops Officer (LOO)	EMCaR Staff	LSV Member
Basic Awareness						☒
Working Knowledge		☒				
Expert Knowledge	☒		☒	☒	☒	

Policy

Life Saving Victoria requires all Patrolling members to adhere to the established policies, procedures, and guidelines to ensure safe and effective practices relating to accidents involving Lifesaving Vehicles, including Side-by-Side (SSV) Vehicles.

Procedure

Notification

If a lifesaving motor vehicle or a Side-by-Side vehicle (SSV) is involved in any accident, the **driver** must immediately notify the following outlined in the table below:

Role	Minor Accident	Serious Accident	Major Accident
Patrol Captain	Yes (if it has occurred during a patrol).	Yes (if it has occurred during a patrol).	Yes (if it has occurred during a patrol).
Club captain or club director of lifesaving operations	Yes (only if the Patrol Captain is not available)	Yes (only if the Patrol Captain is not available)	Yes
President/director of the Lifesaving Club	Yes (only if the Club Captain is not available)	Yes (only if the Club Captain is not available)	Yes (only if the Club Captain is not available)
LSVComms / 13SURF	Only if it affects the status of the Lifesaving vehicle / SSV	Yes	Yes
LIMSOC – complete notes section for vehicle /SSV status	Yes (if it has occurred during a patrol).	Yes (if it has occurred during a patrol).	Yes (if it has occurred during a patrol).
Victoria Police	No	No	Yes
SDO	Yes	Yes	Yes

STANDARD OPERATING PROCEDURE

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SAC	Yes (only if SDO is not available)	Yes	Yes
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Note: Victoria Police only need to be notified if an injury has occurred to either a member or a member of the public.

At the Scene of the Accident

The **driver** of the lifesaving motor vehicle or SSV will ensure that the requirements of the road rules are complied with (e.g., exchange names and addresses) and advise those listed in the above table. Record all relevant information about the accident, such as driver names and addresses, vehicle type and registration.

If possible, the **driver** should obtain any photographs that will assist in any insurance claims or investigations that may be required.

Minor Accident:	Very minor impact, no other party involved, no injury and very minor damage (e.g. cosmetic damage only).
Serious Accident:	Significant damage to a vehicle or other property, but no injuries to any member (LSV or public).
Major Accident:	One involving injury that requires medical treatment to personnel, including pedestrians, beach goers, or the occupants of any other vehicle, and may include significant damage to the lifesaving vehicle.

Major Accidents

In the event of a major accident (as defined in this SOP), the Club President or their delegate should attend the accident scene where possible.

The president or their delegate will take the necessary steps to arrange for a reputable towing firm to remove the vehicle from the scene to a secure location. This may be managed by Victoria Police depending on the type of accident and the required investigation.

LSV may undertake a formal investigation depending on the severity of the accident. The Director of Lifesaving Services will make that determination.

Insurance

The normal procedures to obtain insurance approvals apply. The insurance claim must be completed by the relevant club officer and include all relevant details.

Special Considerations

All members need to ensure that the protection and preservation of life is maintained at all times.

In the application of this SOP, the following safety considerations apply:

- When assessing risk, responder safety is paramount
- Accident scenes can be chaotic, and emotions may be running high. Be aware of your own safety and make the appropriate decision about your position at the scene. If you feel unsafe, please call for assistance through LSV Comms or directly to Victoria Police.

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Related Information

The following references were used in the development of the SOP:

- SOP 3.1 – Lifesaving Motor Vehicles
- SOP 3.2 – Side-by-side Vehicles

Definitions

<i>EMCaR:</i>	Emergency Management Capability and Response
<i>LIMSOC:</i>	Lifesaving Incident Management System and Operations Console
<i>LOO:</i>	Lifesaving Operations Officer
<i>LSV:</i>	Life Saving Victoria
<i>LSV Comms:</i>	Life Saving Victoria Communications
<i>LSV Member:</i>	Any financial volunteer of an affiliated lifesaving club, any staff member employed by LSV
<i>PPE:</i>	Personal Protective Clothing and Equipment
<i>SOP:</i>	Standard Operating Procedure
<i>SSV:</i>	Side-by-side Vehicle

Attachments

Nil

Revision Version Control

Version	Date	Author	Details
0.1	26 June 2025	S. White	Initial Draft Documentation

Endorsement

Effective Date	Endorsed By:
15 October 2025	Kirsty Robertson (COO)