



Appendix 5 | Trailer Policy

For coordinators/contractors/trustees who will be towing/storing MTSCT trailers.

Before you tow:

- ☒ Make sure you have your own third-party vehicle insurance and your vehicle is suitable for towing the trailer (load, towbar rating etc.). The 'wet weight' of the trailer is estimated to be a maximum of 750kg. More information on towing can be found [here](#)
- ☒ Ensure that you read those parts of the [NZ Road Code pertaining to towing trailers](#)
- ☒ Please make sure you familiarise yourself with this policy

Before moving off with your trailer:

- ☒ Check that you have lifted the stands and the pin is securely in place
- ☒ Check that you have connected your trailer to your tow bar
- ☒ Check that the lock pin is in place and locked down so that trailer cannot pop off tow bar
- ☒ Check that you have fitted your D pin shackle with chain
- ☒ Connect your lights and make sure they are working

When driving your trailer:

- ☐ Ensure that you read those parts of the NZ Road Code pertaining to towing trailers and note the maximum speed for a light vehicle towing a trailer on the open road is 90 km/h. **Warning** – Be aware of the reduced stopping distance of the vehicle due to the weight of the trailer
- ☒ Make sure you follow the road rules - Coordinators are liable for all fines incurred while towing the trailer

Care of trailer:

- ☒ Make sure your trailer is kept locked (tow pin and trailer contents) and secure at all times
- ☒ Regularly clean your trailer with freshwater (once a week when in use and before storing your trailer, mild detergent can be used to remove any mould and this should be removed regularly)
- ☒ When storing the trailer for long periods, cover the trailer with a tarpaulin to protect the canvas and signwriting from UV degradation, and keep an eye out for pests and carry out pest control if needed, e.g., rats, mice & ants might move in

Report any problems with the trailer to the Regional Coordinator.

Operational Policy - Trailer Policy

Approved by Mountains to Sea Conservation Trust – Co-Directors/Poutokomanawa

EMR Trailer Training

Before training:

- ☒ Coordinator reads through and familiarises himself/herself with the [MTSCT trailer policy](#) document.
- ☒ Coordinator to provide evidence of full driver's licence.

Coordinator is able to demonstrate:

- ☒ Knowledge of road rules when towing a trailer (speed and weight limit, load distribution, following distance, length of safety chain)
- ☒ Correct connection of trailer to vehicle
 - o Safety Chain hooked up with D-shackle
 - o Lock pin in place and locked
 - o Electronics connected and checked
 - o Jockey Wheel up
 - o Trailer stands are up and secured
 - o Load is secured and loaded correctly; all sides tied down
- ☒ Correct parking of trailer
 - o Secure (and level) parking spot
 - o How to put stands down (EMR) and adjust jockey wheel for secure storage
 - o Disconnection of safety chain and electronics
- ☒ Knowledge of trailer care and tyre pressure
- ☒ Desirable: Demonstration of trailer backing

Scenarios to be discussed:

- ☒ Secure storage of trailer (long term and overnight)
- ☒ Parking options and planning for on-site delivery (e.g. Goat Island, Maitai Bay, Reotahi) - safety cones?
- ☒ Safe loading of trailer
- ☒ Insurance and accidents

It is the coordinator's responsibility to make sure the vehicle towing the trailer is safe and suitable for towing the EMR trailer (towball rating, towing capacity, rated safety chain and shackle).

Safe towing guidelines from NZTA:

<https://www.nzta.govt.nz/resources/roadcode/about-driving/towing>

Safe towing guidelines

- Refer to the car manufacturer's recommendations before towing a trailer, in particular the weight limits recommended.
- Refer to the loading limits for the tow bar you are using.
- Be aware that overloading and uneven loading of car trailers can seriously affect a car's handling.
- When driving a light vehicle (for example, a car or light truck), you must not tow more than one trailer or vehicle at a time.
- You must be able to see behind the towed trailer or vehicle. If you can't see behind with your rear-view mirrors, you may need to fit a special mirror.
- There must be no more than 4 metres between your vehicle and the trailer or vehicle it is towing.
- The maximum speed for a light vehicle towing a trailer on the open road is 90 km/h.
- The maximum speed for towing a motorcycle is 30 km/h.
- You must not tow a motorcycle unless it is mechanically disabled.
- At night, the back of the trailer/towed vehicle must show a red light.
- If you're towing a disabled vehicle at night, its headlights must light up the towing connection.
- Remember, you will be slower and less stable than other traffic when towing. Check behind often to see if other vehicles are held up behind you.
- If the road is winding or narrow and vehicles can't pass you, stop at a safe place and let them pass.
- Leave more space than usual between your vehicle and the one in front, so that others can pass you.
- Remember that the added weight behind you means you will need more space to stop.
- Increase your **following distance** from two seconds to four seconds.
- The towing connection and safety chain or cable that holds the trailer/vehicle must be secured safe and strong.
- If you are towing another vehicle without a rigid towing system, eg with a rope or a strop, the maximum allowable speed is 50km/h.
- If you are towing another vehicle with a rigid towing connection the maximum speed is 90km/h.