



Over Snow Vehicle Operation Guide 2025

Overview

The Club's Over Snow Vehicle (OSV) is provided for the amenity of club members, primarily for moving luggage between the turn-around area and lodges, as well as other approved uses listed in the next section. This 2025 guide includes new procedures that have been introduced in consideration of use of the OSV around Kyilla and Tate lodges.

Permitted Use

It should be noted that recreational use of OSVs is prohibited in the National Park, thus the use of the OSV is strictly limited to that which assists in the operation of the lodges.

THE OSV can have a maximum of a driver and 2 passengers. **All must wear seat belts.**

Appropriate uses include:

1. Moving luggage and gear between the Tate Rd turn-around area and the lodges.
2. Transferring children and gear to the roadway in front of the Australian Ski Club.
3. Taking garbage to the hoppers.
4. Training new drivers.

Note that the OSV must be returned to **Tiobunga** after use.

Limits of operation:

1. For luggage transport the OSV is **not** to be used beyond the Mt Tate Rd turnaround.
2. For garbage runs, the OSV is **not** be used beyond the hoppers.
3. For transport of skiers, the OSV is **not** to be used beyond the Australian Ski Club.

When using the OSV for luggage transport, guests should bring their vehicle to the Mt Tate Rd turnaround and deposit their luggage to minimise OSV time at pick up points.

Inappropriate uses include:

1. Driving to the terminal or overnight carpark.
2. Towing of cars or other vehicles.
3. Towing of sleds, skiers or boarders.
4. Commuting to the Guthega Pub.

Licensing

Licences to drive the OSV are issued annually by NPWS to individuals nominated by the Club. Licence applicants must have a current, FULL Australian Driver's Licence. **Both OSV and driver's licences must be carried when operating the OSV.** Licence fees are set by NPWS and will be billed through Clubman to applicants who pass the Club's OSV theory test that covers information from this guide.

Training

Before a Club member is permitted to operate the OSV, they must be in possession of their OSV licence and then receive instruction from another licenced OSV operator. Both the trainer and trainee must refer to the content in this guide, as it is regularly updated with new operation rules.

Training is to include:

1. Allowed OSV uses and operation boundaries.
2. Safe operation around people and use of spotters.
3. Key location.
4. Low fuel procedure.
5. Location of switches including: Horn, beacon, lights, AWD selector and heater controls.
6. Operation of the machine, starting, gear selection and AWD selection.
7. Manoeuvring rules, avoidance of tight turns.
8. Parking.
9. Procedures if the machine is stuck, damaged or faulty.

Keys

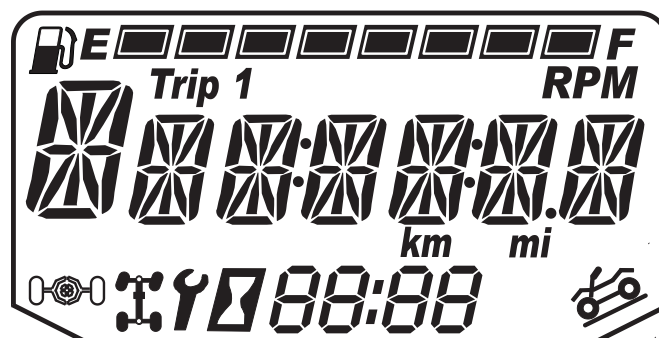
There are lock boxes for the OSV key at both Kyilla and Tiobunga, however as of the 2024 season, **the OSV should only be parked at Tiobunga**, and hence the key should be left in Tiobunga's key lock box. The code for the lock box can be obtained from the Lodge Manager. After parking the OSV, the key should be returned to the key lock box. Note that the OSV doors should **not** be locked due to the risk of the key breaking off due to the lock freezing.

Once an operator is in possession of the OSV key, they are solely responsible for the machine until the key is passed to another licensed operator or returned to the key lock box.

Starting

1. Check that the machine is free to move and is not obstructed by snow or ice.
2. If there is excessive snow on the roof or obstructing the tracks, it should be carefully removed.
3. Take care opening doors – including the rear hatch – in windy conditions.
4. Clear ice from all windows and mirrors – the scraper is in the side-pockets.
5. Insert the key and turn it to the first position – the dashboard should turn on.
6. Check that there is adequate fuel – the minimum is $\frac{1}{4}$ full or 2 segments on the dash display shown below – inform the Lodge Manager if the fuel is low.
7. Ensure the headlights are on and the rotating amber beacon is operating.
8. Check that all occupants are wearing their seat belts.
9. Put your foot on the brake and start the engine.

Note fuel gauge at top of dash display



Operating

Gear Selector

The gear selector to the right of the steering wheel has the following positions:

HIGH
LOW
NEUTRAL
REVERSE
PARK

The OSV must always be stationary before using the gear selector.

LOW is preferred as it results in less wear on the transmission. LOW is required when ascending or descending the lodge driveways, or manoeuvring.

HIGH is only appropriate for travel along Mt Tate Rd.

When parked the machine must always be left in PARK. There is no parking brake.

Manoeuvring

To avoid damage that has happened in the past to the chassis around the front steering components due to stress, **tight turns are to be avoided.**

Left turns into Tiobunga's driveway are no longer allowed. Proceed past the driveway to a wider section of Mt Tate Rd and do a gentle, multi-point turn before proceeding back and turning right into the driveway. Left turns are permitted into Kyilla's driveway provided a large-radius turn is initiated from the very right side of the road. Users are also permitted to perform right turns out of both driveways, but again, taking the largest-radius turn possible.

Similarly, manoeuvres at the top of the driveways or at the Mt Tate Rd turn-around should be gentle, large-radius, multi-point turns.

The steering wheel should only be moved while the vehicle is moving and **should never be at full lock.** **Do not turn the steering wheel when the vehicle is stationary as this causes excessive stress on the steering mechanism.**

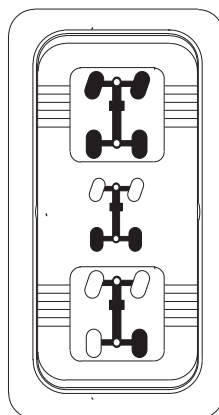
Reversing

When reversing, the buzzer will sound, and the reversing camera will activate.

If you are being assisted by a spotter, make sure they are aware of the camera's low position, so hand signals to the driver must be made at shin-height.

AWD Mode Switch

Again, to avoid stress and damage to the OSV that has occurred in the past, operators must now be mindful of the correct use of the AWD switch. **The vehicle must be stationary and at idle before changing AWD mode.**



AWD – Snowy incline

2WD – Normal oversnow

TURF – All hard surfaces

AWD is to be engaged when on a snowy incline, such as lodge driveways. The vehicle must be stopped and this mode selected when about to ascend. AWD should be deselected having descended the driveway, again stopping before doing so. Operation on the driveways should be in **LOW** gear.

2WD is to be used in normal oversnow operation on Mt Tate Rd.

TURF is to be used if the machine is on concrete, bitumen, gravel or other solid ground.

When doing a run to the garbage hoppers, at the point where the snow ends, the OSV must come to a halt and **TURF** mode selected before proceeding onto concrete, bitumen or gravel. Turns on bitumen must also be large radius, avoiding locking the steering.

Parking

1. Since the 2024 season, **the OSV is to be parked ONLY at Tiobunga.**
2. Always park the machine with its rear to the lodge.
3. Be mindful of its location in terms of not obstructing people.
4. Do not park so the OSV obstructs a driveway. Remember that the driveway to Kyilla is shared with Tate Ski Club and their members need access to drag sleds up the driveway.
5. Avoid parking where excessive snow will accumulate on the roof. Do not park close to the Tiobunga roller door as snow falls from the roof of the lodge to this location.
6. Leave the machine in **PARK**.
7. If the machine is low on fuel (*2 segments or less*) let the Lodge Manager know.
8. Close all windows and doors, but do **not** lock doors.
9. Ensure rear hatch is secured.
10. Return key to key lock box at Tiobunga.

Kyilla and Tate Loge

Drivers need to be considerate when operating on the Kyilla driveway that is shared with Tate.

1. **The OSV should not be left at Kyilla** after use – it must ONLY be parked at Tiobunga.
2. When stopped, the OSV should not obstruct Tate's use of the driveway.
3. In the evening, drivers should be aware of the impact of the OSV's headlights on Tate Lodge. At any point where the headlights are going to shine into their lodge, they should be turned off, provided it is safe to do so.

Refuelling

The OSV's fuel is topped up by the Loge Manager each week. If the fuel gauge is showing $\frac{1}{4}$ (*two segments*) or less then the Loge Manager should be informed. The Club prefers that refuelling is performed by the Lodge Manager, as there are challenges with getting fuel into the OSV without spillage.

Front Snow Blade

The Club has a front blade for the OSV for the purpose of clearing snow off the lodge driveways. Attaching the blade requires 2 people accredited to do so, and operating the blade safely and effectively requires specific instruction and as such, this accessory is limited to members who have been given training in its use.

Typically, the blade is only attached for the duration of snow-clearing work. The OSV should not be otherwise operated with the blade attached, unless there is an impending need for the blade, such as during heavy snowfall or a blizzard.

When parking the OSV with the blade attached, it should be lowered to the snow.

Abnormal Circumstances (AKA the machine is stuck, broken or faulty)

All instances of damage or faults should be reported to the Guthega Lodge Manager. If the machine is making odd noises, or behaving abnormally, the machine **must be stopped immediately and the Lodge Manager informed.** If they are unable to be reached, the OSV Officer should be contacted. Contact details for both are below.

If the machine is stuck, it is imperative that the Guthega Lodge Manager or the OSV Officer is consulted before recovery is attempted. The OSV chassis is a lightweight, space-frame construction with no towing points except for the 2 inch tow ball receiver at the rear. Attempting to recover the vehicle using a second tow vehicle needs to be carefully considered to avoid damage to the chassis, steering components or transmission, or injury to bystanders.

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