

Presbytery of the Mississippi Valley
Mission to North America

Disaster Relief Trailers
Policies and Procedures

February 2025

Disaster Relief Trailers

Policy and Procedures

1. Volunteers.

- Any volunteers using the equipment must be over the age of 18 or be an experienced operator working under the supervision of an experienced adult over the age of 18.
- Church project teams must designate a person responsible for the check-out and return of tools and equipment to the trailer on the jobsite.

2. Transport and Operation.

- The individual towing the trailer must ensure that a qualified and licensed driver is designated for transporting the trailer. Drivers should be familiar with towing procedures and responsible for the safe operation of the vehicle and trailer.
- All safety protocols must be followed, including securing the trailer load and maintaining compliance with road safety regulations. Seat belts should be worn at all times when the trailer is in use.

3. Trailer Care and Maintenance.

- Before and after each use, the trailer must be inspected for damages, cleanliness, and functionality. Any damages or malfunctions should be reported immediately to the Deaconal Ministries Subcommittee.
- The trailer must be used in accordance with the designated purpose, and all materials inside should be handled with care.
- The trailer should be restocked with essential supplies after each use.

4. Insurance and Liability.

The trailers are insured through the PMV's insurance policy. However, users should ensure that the vehicle towing the trailer is adequately insured. The PMV is not liable for personal injury, property damage, or any loss resulting from the use of the trailer.

Deployment Checklist

CHECK	LIST
	Pre-Deployment
	Ensure the Cargo Trailer interior is properly swept.
	Ensure all trailer tires (Including the spare tire) are properly Inflated. Check lug nuts on all wheels to ensure they are 'lug wrench' tight.
	Check wheel bearing grease.
	Ensure the trailer interior has all necessary general equipment and supplies noted below and then LOCK all the trailer doors:
	a. One 6 ton (minimum) bottle jack or hi-lift farm jack
	b. One 4-way lug wrench or charged cordless impact wrench with sockets
	c. Cargo straps and cargo restraints for cargo trailers
	d. One plastic sleeve with <u>current trailer insurance and registration</u> documents
	e. 2 sets of wheel chocks
	Ensure that the tow vehicle is suitable to haul a 5,000-7,000lb trailer and has a 2 5/16 ball.
	When connecting trailer to tow vehicle, ensure that the trailer tongue hitch is secured and locked on the ball of the tow vehicle. The coupler lock should be secured and the electrical connection and trailer break-away line are secured to the tow vehicle.
	Once trailer is connected to the tow vehicle, ensure that all trailer lights and trailer brakes function properly.
	Ensure that all cargo has been properly and thoroughly secured and strapped down.
	Field Site (if unhooking from tow vehicle)
	Ensure trailer is parked in a safe location.
	Place wheel chocks in front and behind tires.
	Secure trailer hitch lock.
	Post-Deployment
	Ensure all equipment and tools are returned with the trailer.
	Repeat Pre-Deployment Check.
	Ensure that the trailer keys are returned with the trailer.
	Ensure the trailer is proper cleaned and serviced as necessary. (Notify Deaconal Subcommittee of any trailer issues or damage.