

UGA OUTDOOR RECREATION – TRAILER TRAINING

Purpose: The purpose of this document is to outline the standard trailer training procedures of the Outdoor Program.

Scope: The trips and clinics program runs between 40 – 80 different outdoor adventure trips and clinics annually. Some trip offerings will require the use of trailer. All trip leaders will be required to complete the following standardized trailer training with a student manager or pro-staff.

Trailer Training:

- I. TRAILER TYPES AND USAGE
 - a. UGA's Outdoor Recreation program currently owns two types of trailers: the box trailer and the small watercraft trailer.
 - b. All of the programs trailers should come with a padlock on the coupler mechanism, on the tongue of the trailer, as well as one on the rear door of the trailer. All of the padlocks for any trailer can be opened with the same key (small gold Masterlock key) that is found on all van keyrings.
 - c. The box trailer has an enclosed bed meant for carrying cargo. It has one rear door that swings open on hinges from the side. Take into account the location of the door and clearance needed to open it when parking one of these trailers.
- II.
 - a. The small watercraft trailer or "boat trailers" have a longer bed and a rack system that can hold multiple watercrafts (canoes, kayaks, SUP boards...). They may also feature a caged cargo space that can be accessed from either side that usually holds PFD's, paddles, and other gear associated with water trips.
- III. UGA OUTDOOR RECREATION TRAILERS
 - a. Box Trailer TL049, Color: White
 - i. Tire size: ST205/75D14 C
 - ii. VIN #: 53BLTE612FU015748
 - b. Box Trailer TL017, Color: White
 - i. Tire size: ST205/75D14 C

- c. Boat Trailer TL044 and TL114 Color: Black
 - i. Tire size: ST205/75R14-2 V (Trailer Radial)
- d. Boat Trailer, Color: Blue
 - i. Tire size: 20.5 X 8.0-10

IV. GENERAL OPERATING PROCEDURES

- a. All trailers are parked out at the Club Sports Complex on Milledge Ave behind a locked entrance gate. To get to and open this gate:
 - i. Head south on Milledge Ave and turn left onto Golf Course Road. It is on the left after you pass the Botanical Gardens.
 - ii. Take the first left to enter the Club Sports Complex
 - iii. Use the 89A1 key on the van key set to unlock the gate across the road.
 - iv. The trailers are located just off the gravel road.
- b. When not in use, all trailers should be lined up along the gravel road. To prevent rolling of trailers use the wood behind a tire.
- c. When loading trailers in the E09 lot behind the Ramsey Center, do not block doors to the building. Park any vehicle or trailer parallel to the curb on the far right hand side (when looking directly at the bunker).
- d. Do not leave boats unlocked overnight on the trailer.

V. TRAILER ATTACHMENT

- a. Carefully back up the vehicle towards the intended trailer. Use a spotter as a guide if one is available to line it up as straight as possible. To avoid collision when backing up, stop about 1' from the trailer. Then manually lift and pull the trailer the rest of the way by hand.
- b. After removing padlock, lift up on the coupler piece of the tongue directly above the ball joint to open up the receiving space fully. Slowly lower the trailer down directly on to the ball joint of the vehicles hitch. Visually inspect that the ball is fully seated in the hole. Press the coupler piece down to lock the ball in place. Then insert the padlock into the now horizontally oriented coupler and lock it.

- c. Connect the chains from the trailer to the hitch of the vehicle. Do this in an “X” shape: The left chain gets hooked on to the right side of the ball and the right chain gets hooked on to the left, thus forming an “X”. Make sure the chains are not dragging to low by making a few twist in the chain before connecting. Also do not make the chains too tight because the vehicle will not have its full turning radius.
- d. Connect the power cord of the trailer to the electrical receiving port on the vehicle.
Make sure the cord is oriented properly before plugging in (match up the 3 pegs and the 1 hole with the 3 holes and 1 peg of the vehicles port). When attaching and detaching the cord, firmly grip the plastic plug housing and do not hold the actual cord as it may damage the wires connections. Check that the running lights, turning signals, break lights, and hazards are working after plugging in trailer.
- e. If the trailer has a jack feature, make sure the jack is all the way up so it does not get bent by hitting the ground as you drive away.

VI. TRAILER DRIVING

- a. After the trainee demonstrates proper trailer attachment, they will move on to driving with the trailer in a variety of conditions.
- b. The instructor will navigate from the passenger seat and give specific directions on the training route.
- c. The route will test their skills driving through large parking lots, on campus roads, and on the highway.
- d. The instructor will cover in important concepts of trailer towing such as: using the overdrive button on the gear shifter, braking considerations for a heavier load, making wide turns, visibility concerns with additional blind spots.

VII. BACKING IN AND PARKING

- a. The instructor will demonstrate all of the following maneuvers and then coach the trainee through the process of backing up with a trailer. First establish the commands and signals the spotter and driver will use to assist with backing up (make sure that the radio is off and the windows are down to make for clear communication). Go over the concept of what it means to “jackknife” a trailer and how to avoid it.

- b. Pulling straight into a double parking space so that the vehicle occupies one space, and the trailer, the space directly behind (typical when parking in large parking lots like a grocery store).
- c. Backing the trailer in straight. Using the mirrors and a spotter the driver will maneuver the vehicle and trailer into a space designated by the instructor (this will be the required skill needed for returning the trailers to Lake Herrick as well as pulling into E09 lot to load boats).
- d. Parking the vehicle and trailer parallel to a side walk curb. It may be possible in some circumstances to drive forward parallel to an obstacle, but in small lots it may be necessary to parallel park into position. Practice this maneuver by lining up the vehicle 4' away and parallel to the obstacle, (can be a curb, white line, or strip of grass) then work your way forward and backwards to get closer.

All questions or concerns pertaining to vehicle maintenance should be directed to the Coordinator for Outdoor Recreation or Assistant Director for Outdoor Recreation.