

Arrival and departure procedures.

NOTE: Not all vans have all items listed

On arrival at your assigned site.

Stop, get out and check the site for access.

Plan your approach

Check there are no obstructions

Check for obvious wheel ruts which will make your van out of level

(Fill them or park the van so it's not in them?)

Agree what you are doing between the person driving the car and the person "on the ground"

(WHERE THE DRIVER CAN SEE AND HEAR THEM)

Check required facilities are going to be within reach of your cords and hoses

If traveling backwards - put your hand on the **bottom** of the steering wheel - to have the rear of the van move left, move your hand to the left, van right - hand right

Do not rush, the slower the reverse, the safer and more accurate the result.

Once the van is where you planned to put it, double check following

Will all your cords and hoses reach to where they need to go?

Can you open your awning without hitting any trees or bushes?

Check side-to-side level

Put a spirit level on the drawbar or kitchen bench top to check the side-to-side level.

Place leveling wedges on the same side of each wheel on the low side

Move the van forward or backward up the wedges or out of the dip.

Apply the van brakes.

Chock the van wheels so it won't roll when you unhitch from the vehicle

Clamp jockey wheel in place, and wind it down until it just starts taking the weight off the tow ball. (a bit more won't hurt as it makes the removal of the leveler easier)

Disconnect safety chains and remove load leveler bars

Unplug electrical leads between van and vehicle

Wind up the jockey wheel until ball is released.

Double check there is nothing else connecting the van to the vehicle.

Move the vehicle to where you intend to park it

Lower or raise the jockey wheel until the van is level front-to-back

Pop top if a pop top van (If pop top awning must usually be set to roll down before lifting roof.)

Pull out steps if fitted.

Leave door open to raise or lower pop top roof. (both ends at once if you have awning)

Connect power cord and switch 3-way fridge over to 240Volt supply

Turn on hot water system ready for evening meal. (run some water through system)

Connect sullage and water hoses.

Turn on water pump if no park water and check for any leaks.

Lower awning and/or walls and secure.

Set up outside table and chairs

Open beer or cold white.

Enjoy.

Departure from assigned site.

Remove annexe walls

Pack up items from the annex/awning area

Hitching up

Raise the van A frame a bit to allow the vehicle ball to get under the tow hitch

Reverse up to the tow bar and lower on to the tow ball.

Lock the hitch to the tow ball.

Wind the jockey wheel up to make putting on levelers much easier

Hook up levelers

Connect safety chains

Lower jockey wheel.

Connect the electrical harness to the vehicle

Stow the jockey wheel

Disconnect the Power Cord and stow away

Disconnect the sullage and water hoses.

Empty hoses and wash out sullage hose.

Stow hoses for travel

Turn off the Gas at the bottle.

Turn off water pump and relieve pressure by turning on a tap for a short time.

Close the windows and secure for travel

Engage the refrigerator travel lock.

Ensure all Cupboards and drawers are closed and locked

Switch fridge over to 12Volts

Lower front Window Flap down and lock.

Close all roof Hatches.

Set rollout awning to "roll up".

Roll up awning.

Lower pop top down and lock all clamps.

Retract steps under van if fitted

Secure awning after pop top is down.

Lock the entrance door for travel

Before moving off, ensure that all exterior lights are working. Brake tail and blinkers.

Check caravan braking whilst moving slowly by manually applying van brakes and listening for wheel skid.

Stop on exit road and check site for any missed items or rubbish.

Walk around van again to recheck for travel

Drive to park office

Hand the key in and book ahead.

After some distance it is advisable to stop and have a walk around the van to check all is OK with your prize possession.