

North Carolina Department of Natural and Cultural Resources
Division of Parks and Recreation

SAFETY POLICY
ATV / UTV PROCEDURE



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1.0 INTRODUCTION

ATVs and UTVs pose a serious safety hazard if not used properly. It is the policy of the North Carolina Division of Parks and Recreation (DPR) to train employees on the hazards of operating ATVs and UTVs and to ensure such equipment is safely maintained.

2.0 PURPOSE

This program has been established to:

- Reduce risk by ensuring the safe operation of ATVs and UTVs.
- Ensure DPR staff understand and comply with safety standards related to ATVs and UTVs.
- Ensure regulatory compliance and reduce liability.

3.0 SCOPE

This policy shall cover all DPR ATVs and UTVs used at DPR sites and all permanent, probationary, temporary, trainee, and seasonal employees who operate ATVs and UTVs as part of their assigned job duties. This policy is not a replacement for a vehicle's operator's manual.

4.0 DEFINITION

ATV - An all-terrain vehicle also known as a quad or four-wheeler. It is a vehicle that travels on low-pressure tires, with a seat that is straddled by the operator, along with handlebars for steering control. Braking and acceleration are also controlled on the handlebars. It is designed to handle a wider variety of terrain than most other vehicles.

UTV - A utility vehicle also known as a side-by-side, a utility-terrain vehicle, or a utility task vehicle. UTVs typically have a side-by-side seating arrangement, seat belts, and roll-over protection. Most have a cargo box at the rear of the vehicle. UTVs generally have a higher payload capacity and are longer and wider than ATVs.

Operator - A trained park employee, of at least 16 years of age, that uses ATVs and/or UTVs while performing assigned tasks. This employee understands the hazards of the equipment and operates in a manner to reduce these hazards.

Competent Trainer - Supervisor or someone designated by the supervisor that is knowledgeable in the safe operation of the ATV/UTV. This competent trainer will also be familiar with the manufacturers recommended safe operating procedures for the specific ATV/UTV. The trainer provides equipment-specific instruction to new employees or retraining for existing employees.

5.0 RESPONSIBILITIES

Division Administration and Section Chiefs

- a) Ensure that responsibilities assigned within this program are carried out division wide.
- b) Designate employees responsible for the implementation of this program at their specific site.
- c) Actively support this program to demonstrate overall safety culture development.
- d) Ensure adequate funding is available to support this program.

Division Safety Consultant

- a) Assist DPR with implementing ATV and UTV Policy.
- b) Periodically review and update the ATV and UTV program.
- c) Periodically evaluate the work site usage of ATVs and UTVs.

Supervisors

- a) Review and ensure understanding of this program and its applicability to their location.
- b) Ensure employees comply with all provisions of this program.
- c) Ensure employees receive training appropriate to their assigned tasks and maintain documentation.
- d) Ensure employees are provided with and use appropriate personal protective equipment (PPE).
- e) Take prompt action including disciplinary action when unsafe conditions or acts are observed.
- f) Investigate injuries and damage associated with ATV/UTV usage.
- g) Ensure periodic maintenance is performed on the ATV or UTV.

ATV or UTV Operator

- a) Adhere to the vehicle's operators' manual and all provisions in this program.
- b) Attend and adhere to all required training prior to operating an ATV/UTV.
- c) Immediately report any unsafe acts or conditions to supervisor.
- d) Become familiar with the terrain where the ATV/UTV will be operated.
- e) Consult with Supervisor and/or Safety Consultant regarding any unusual hazards.

6.0 GENERAL REQUIREMENTS

The following sections provide requirements and best management practices for the various types of ATVs and UTVS used within DPR. When in doubt, default to the manufacturer's instructions for the particular make and model of the ATV/UTV for more detailed guidance.

The information in this document shall be supplemented by good judgment, safe operation, and caution in evaluating each situation. Since the operator is in direct control of the ATV/UTV,

conformance with good safety practices is the responsibility of the operator. The operator shall make decisions on the use and operation of the ATV/UTV with due consideration for the fact that his or her own safety as well as the safety of others is dependent on their actions.

All operators shall be trained before operating ATVs/UTVs. Operators are ONLY qualified to use ATVs/UTVs specific to their training and for which they have been authorized to operate. All operations shall be done safely and in accordance with accepted work practices and ATV/UTV manufacturer guidelines. Individual parks and program supervisors may impose additional restrictions on their operations as necessary.

Following completion of training, Operators and Trainers will complete the “ATV/UTV Operators Acknowledgement” (Attachment A). This form will become part of the operator’s training file and available for review by management.

7.0 INSPECTION AND MAINTENANCE

- a) ATVs/UTVs shall be inspected and maintained based on the manufacturer recommendations and guidance.
- b) The inspection will identify conditions that could affect the safe use of the ATV/UTV. If any unsafe conditions exist, the ATV/UTV shall be removed from service. Upon removing an ATV/UTV from service, the operator shall remove the keys and place an “Out of Service” tag near the operator control panel.
- c) Operators must immediately report any unsafe ATV/UTV conditions to their supervisor. When an ATV/UTV has been removed from service, the operator must give the keys to the supervisor for safekeeping. The supervisor is then responsible for ensuring the necessary arrangements are made for repair.
- d) Only authorized personnel shall perform ATV/UTV repairs and adjustments. All replacement parts shall be the same design as the original or an equivalent design as designated by the manufacturer.

8.0 WORKSITE SPECIFIC HAZARDS

Operators will inspect the worksite to identify potential hazards which could influence the safe operations of ATVs/UTVs. Hazards to include:

- a) Type and condition of terrain (example; hard-top surface, gravel/grass, etc.).
- b) Slope(s), ditches, bumps, debris, water, drop-offs and ground obstructions.
- c) Wind and weather conditions.

- d) Other hazardous locations and atmospheres.
- e) Other hazardous conditions.

9.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) AND ATV/UTV SAFETY FEATURES

- a) Operators will be familiar with manufacturer recommended PPE and ATV/UTV safety features.
- b) ATV/UTV safety features shall be left intact and never altered or overridden.
- c) If a UTV is equipped with a seatbelt, it shall be worn during operation of the UTV.

10. TRAINING

- a) Training must be completed prior to operating an ATV/UTV. Authorization/approval to operate an ATV/UTV within DPR is a three-step process consisting of verbal instruction, hands-on training, and hands-on evaluation.
- b) Verbal instruction, hands-on training and hands-on evaluation will be conducted by either a competent trainer in the division, equipment manufacturer or dealer, or vendor who specializes in ATV/UTV training.
- c) Training must be specific to the make and model ATV/UTV being used and cover the following:
 - 1. The purpose and use of the equipment manuals.
 - 2. ATV/UTV inspection.
 - 3. Responsibilities associated with problems or malfunctions affecting the ATV/UTV.
 - 4. Operator control and hands-on operation.
 - 5. Worksite specific hazards.
 - 6. Applicable safety rules and regulations.
 - 7. Securing Loads.
 - 8. Authorization to operate.
- d) Operators must successfully complete hands-on training and a hands-on evaluation before being allowed to operate an ATV/UTV independently. Operators will be given adequate supervision and time to learn basic operating skills.
- e) Refresher training in relevant topics will be provided to an ATV/UTV operator when any of the following occur:

1. The operator has been observed using the ATV/UTV in an unsafe manner.
2. The operator has been involved in an accident or a near-miss incident.
3. The operator has received an evaluation that reveals the operator is not using the ATV/UTV safely.
4. The operator is assigned to operate a different type of equipment.
5. A condition in the workplace changes in a manner that could affect safe operation of the equipment.

Questions and concerns may be directed to the division safety consultant.

Attachment A – Acknowledgment

North Carolina Division of Parks and Recreation

ATV/UTV Operator's Acknowledgment

Vehicle Year: _____ Manufacturer: _____ Model: _____

	Initials
I am over 16 years of age.	
I have read and understand the "ATV and UTV Policy".	
I understand the capabilities and limitations of the ATV/UTV and have been given and reviewed the vehicle's operators' manual.	
I am aware of the hazards associated with the operation of the ATV/UTV and I understand how to reduce the risks.	
I have reviewed the terrain features and environment specific to where I will be operating the vehicle.	
I have reviewed how to safely secure loads within the vehicle's cargo compartments.	
I understand that operating the ATV/UTV in an unsafe manner can lead to disciplinary action.	
I have been shown how to operate the ATV/UTV in a safe manner.	
I have demonstrated to my supervisor that I can operate the ATV/UTV in a safe manner.	
I will utilize all safety features of the ATV/UTV, including seatbelts, when provided.	
I will operate the ATV/UTV in a safe manner and in accordance with the "ATV and UTV policy."	

Operator's Signature / Printed Name / Date _____

Trainer's Signature / Printed Name / Date _____