

North Dakota State University

All Terrain Vehicle Operations

INTRODUCTION (Purpose and Intent)

This NDSU procedure provides guidelines for the use of All Terrain Vehicles and/or similar type vehicles on all campuses of the University. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty and staff.

All-Terrain Vehicle (ATV) Safety

ATVs have become popular for work and recreation on many farms and ranches. Unfortunately, reported cases of serious injury and death have increased along with their increased use. Most of these injuries and deaths can be attributed to improper use of ATVs. Make ATV safety a priority on your farm or ranch.

An ATV is not a toy. Children are not permitted to operate NDSU ATVs.

All members of the University community are governed by this procedure (students, staff, faculty and contractors/vendors). All operators of ATV's must meet the following criteria before operating an ATV on property under the jurisdiction of the North Dakota State University:

- 1) Possess a valid North Dakota driver's license.
- 2) Know and adhere to the State of North Dakota motor vehicle laws.
- 3) All operators must attend the ATV Vehicle Safety Training* prior to operating a vehicle. Operator's training will include a signing of a statement of understanding. This provision will go into effect Summer Semester, 2006.
*(This written procedure will be used as the training guide along with hands-on training as well as owner's manual).
- 4) Modification or tampering with a vehicle's governor is prohibited and is a violation of Federal Law.
- 5) The operator must be aware of the increased risk of injury with the addition of attachments that may affect the stability, operating and braking of the ATV.
- 6) The operator must report any accidents to the University Police & Safety Office (UP&SO) and to the operator's supervisor. UP&SO will forward ATV accident information to OMB Risk Management for processing.

- 7) Inspection of ATV must be conducted before use. This will reduce chance of being stranded. Check tires, wheels, controls, lights, switches, oil, fuel, chain/drive shaft and chassis before using.
- 8) Operators must wear appropriate safety gear: The helmet is the most important piece of the safety gear. Operators must wear DOT, Snell, or ANSI approved helmets, safety glasses or goggles, off-road gloves, over-the-ankle boots, long-sleeve shirts and long pants. (Athletic headgear is not adequate for ATV riding.)
- 9) Operators are prohibited from operating ATV's on streets, highways or paved roadways outside the boundaries of the University property. ATVs are designed to be used off-road only. Operators must use extra caution near roads and yield the right of way to oncoming traffic.
- 10) Operators are prohibited from operating vehicles inside, under, or through the confines of University buildings.
- 11) Pedestrians have the right-of-way on campus. ATV's must yield to pedestrians on sidewalks. **SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.**
- 12) Operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of ATVs.
- 13) ATV's are only designed for one rider – the operator. Riding double can be hazardous.
- 14) The name and telephone number of the University department, and University identification number (provided by Facilities Management or the department at the Department's expense) must be displayed prominently on University owned ATV's. Contractors and other non-affiliated departments/companies, corporations, etc. must display company name and vehicle identification number (VIN) at the owner's expense.
- 15) Operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in ATVs.
- 16) Operators must park ATV's away from heavily traveled pedestrian areas or in designated ATVs parking areas.
- 17) Operators are not to block the path nor limit pedestrian access on walkways.
- 18) University-owned ATV's are to be used for University business only.

- 19)** University-owned ATV's are to be maintained in accordance with manufacturer's and Facilities Management's recommended service.
- 20)** Repairs and regular maintenance are the responsibility of the Department. The Departments are financially responsible for all repair and maintenance costs (labor, parts, and supplies). The Department is required to keep all preventative maintenance and repair records related to the vehicle; however, for those services provided by Vehicle Maintenance, Vehicle Maintenance will keep such records.
- 21)** Departments are responsible for keeping all original equipment and safety features in good working order.

Personally-owned ATV's are prohibited from operating on University property. However, special consideration will be given to the Research Centers.