

North Dakota State University

All-Terrain Vehicle Operations

I. Introduction

All-Terrain Vehicles (ATV's) 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 ATV's. 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.

II. Purpose

To ensure all employees know the correct and safe procedures for operating and maintaining All-Terrain Vehicles.

III. Goals

To reduce the risk of potential work related injuries associated with All Terrain Vehicle operation and maintenance.

IV. Procedure

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 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. Read the *NDSU Safe Operating Procedure – All Terrain Vehicle Operations* and sign a statement of understanding. A copy of this shall be maintained in the employee file.
4. Modification or tampering with a vehicle's governor is prohibited and is a violation of Federal Law.
5. 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. Report any accidents/incidents to the University Policy & Safety Office (UP&SO) and to the operator's supervisor. UP&SO will forward any ATV accident/incident information to OMB Risk Management for processing.
7. Inspection of ATV must be conducted before each use. This will reduce the chance of being stranded.
 - a. Check tires, wheels, controls, lights, switches, oil, fuel, chain/drive shaft and chassis before using.
8. Wear appropriate personal protective equipment (PPE). The helmet is the most important piece of PPE. Operators must wear Department of Transportation (DOT), Snell, or American National Standards Institute (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. If using an ATV for pesticide/herbicide application:

- a. Follow hazardous material label instructions for PPE that is required. Nitrile or other type of gloves appropriate for the application and impervious boots must be worn.
 - b. Containers used for hazardous materials such as pesticides must be in good condition, free of leaks, without visible residue and properly labeled. They must meet DOT regulations and a copy of the Safety Data Sheet (SDS) must be readily available.
10. Operators are prohibited from operating ATV's on streets, highways or paved roadways outside the boundaries of the University property. ATV's are designed to be used off-road only. Operators must use extra caution near roads and yield the right of way to oncoming traffic.
11. Operators are prohibited from operating vehicles inside, under, or through the confines of University buildings.
12. Pedestrians have the right-of-way on campus. ATV's must yield to pedestrians on sidewalks.
13. **SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.**
14. 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 ATV's.
15. ATV's are only designed for one rider – the operator. Riding double can be hazardous.
16. 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.
17. Operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in ATV's.
18. Operators must park ATV's away from heavily traveled pedestrian areas or in designated ATV parking areas.
19. Operators are not to block the path nor limit pedestrian access on walkways.
20. University owned ATV's are to be used for University business only.
21. University owned ATV's are to be maintained in accordance with manufacturer's and Facilities Management's recommended service.
22. Repairs and regular maintenance are the responsibility of the Department. The Department is 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.
23. Departments are responsible for keeping all original equipment and safety features in good working order.
24. Reckless driving and horseplay are prohibited when operating an ATV.

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