

**AGRICULTURE AND NATURAL RESOURCES  
POLICY AND PROCEDURES**

**ALL-TERRAIN VEHICLES**

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**ATTACHMENTS**

- Attachment A – ATV Pre-Use Inspection Form
- Attachment B – Safety Note #30 All-Terrain Vehicles
- Attachment C – ATV Training PowerPoint

**AGRICULTURE AND NATURAL RESOURCES  
ADMINISTRATIVE GUIDELINE**

**ALL-TERRAIN VEHICLES**

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**I. INTRODUCTION**

As part of routine operational, research, and farming activities, ANR employees utilize All-Terrain Vehicles (ATV), for conducting various tasks. ATV use may be dangerous to employee health and safety due to the many unique hazards associated with operating them. ATVs are designed for off-road use, which includes driving on uneven surfaces, including hills, rocks, and depressions. Driving surfaces can also be dusty, wet, soft, and slippery. In order to prevent accidents and injuries, employees must be trained in the safe operation of ATVs and the driving hazards unique to the location. All-terrain vehicles are regulated by the California Vehicle Code (CVC), Section 38000 through 38506.

**II. POLICY**

ANR is committed to protecting the health and safety of employees. Accordingly, ANR personnel have cooperatively implemented a program to maintain compliance with regulatory programs at the federal, state, and local levels and UC policies including employee training, and safe work practices.

**III. PURPOSE**

The purpose of this guideline is to provide instructions for the safe operation of all-terrain vehicles for UC employees who drive ATVs as part of their employment. This Guideline is in compliance with the California Vehicle Code for ATV operation and UC policy and procedure manual for miscellaneous vehicles.

**IV. EMPLOYEE ATV TRAINING REQUIREMENTS**

- A. Prior to first use, employees assigned tasks requiring the use of an ATV shall receive training in the safe operation of the vehicle, including handling, fueling, ATV weight /towing limits, pre-use inspection (Attachment A), and specific property hazards/obstacles.
- B. Required training shall consist of a combination of instruction (lecture, discussion, computer, video or written material). Hands-on practical training and evaluation of the trainee's performance is also required.
- C. The ATV training program should include the following subjects:
  - ATV equipment familiarization
  - Off road routes and hazards
  - Safe handling techniques
  - California Vehicle Code for ATVs

- Operating in various terrain
  - Cargo handling/towing
  - Emergency procedures and warning devices
- D. Ensure that ATV operators have reviewed and understand the operator's manual.
- E. Ensure that all manufacturer warnings are followed and that operator's understand them.
- F. ATV operator training and evaluation must be conducted by persons who have the knowledge, training, and experience to train ATV operators and evaluate their competence.
- G. Trainers must provide direct supervision of trainees prior to their being qualified to operate an ATV.

## **V. ATV SAFETY GUIDELINES**

- A. Inspect the ATV work environment for any hazards such as wires, low branches, holes, trenches, water, large rocks and drop-offs. Such hazards should be eliminated if possible, or marked/posted for easy identification and avoidance by operators.
- B. Review the hazards identified for the project before beginning operations as driving conditions can change due to weather or other factors.
- C. A pre-use ATV inspection (Attachment A) must be conducted before operating it.
- D. Wearing a DOT-compliant helmet is required by the Vehicle Code. Eye protection, long sleeves, long pants, boots and riding gloves should also be worn to prevent scratches and scrapes while driving through brush or rough terrain.
- E. Never ride under the influence of alcohol or drugs.
- F. Passengers are not allowed on ATVs, unless it is designed for passengers.
- G. Do not transport injured persons on ATV's.
- H. Be aware how attachments and trailers will affect the handling and stability of the ATV.
- I. Never exceed the manufacturer's specific weight limits or towing and hauling capacities.
- J. When carrying equipment, equalize the load to maintain balance, stability and the center of gravity. Keep the equipment as close to the operator as possible, making sure the operator can still dismount the ATV safely.
- K. Do not drive recklessly, at excessive speed, or engage in stunt driving. Adjust speed according to type of terrain, obstacles, equipment, or other conditions.
- L. Do not enter deep or swift moving water.
- M. Modifications to an ATV should only be performed with manufacturer approval, including after-market products that are sold as accessories.

## **VI. ATV MAINTENANCE**

Due to the harsh driving conditions that are typical of operating an ATV, parts and equipment can be damaged or worn quickly. Conducting a pre-use safety inspection of the ATV will assist in maintaining it in good working condition. Maintenance of ATVs should be in accordance with manufacturer's recommendations. A preventive maintenance schedule for ATVs should be established.