

Nevada Outdoor School All-Terrain Vehicle (ATV) Policy

(the term employee in this document refers to both employees and national service members)

General Rules:

- Only NOS employees who have been approved and are covered under the insurance policy may operate NOS ATVs. Approval will be made by the Executive Director after an insurance check has been run.
- ATVs are for work related use only.
- ATV keys are to be checked-out and returned to the Executive Director after every use.
- ATVs which have not been checked out for overnight use need to be parked at the NOS office.
- If an employee receives a ticket or violation while operating a NOS ATV, they are responsible for paying that ticket PLUS any increase in insurance fees—FOLLOW REGULATIONS.

ATV Training:

- Prior to operating an ATV, employees must successfully complete an ATV Safety Institute Rider Course.

Reserving an ATV:

- To reserve an ATV, an employee must inquire with the Executive Director.

Documentation of ATV Use:

- The ATV log must be filled in after each time an ATV is used. This should include the operator(s) name, destination/purpose and the END odometer reading or number of operation hours if there's not an odometer.
- If an employee notices something to be out of order or malfunctioning, they must make a note of it in the comments section of the log book and notify the Executive Director immediately.

Pre-Ride Procedures:

- Each employee will be knowledgeable of ATVs and the safety procedures associated with them. Prior to riding on an ATV, each employee must perform a pre-ride inspection of the ATV using T-CLOC method described in the ATV Safety Rider Course.
 - T = Tires and Wheels (air pressure, condition, wheel bearings, lug nuts, etc.)
 - C = Controls and Cables (location, operation, throttle, brakes, shifter)
 - L = Lights and Electrics (Ignition switch, engine stop switch, light)
 - O = Oil and Fuel (levels, vents, air filter, fuel supply valve)
 - C = Chain/Driveshaft, Chassis and Suspension (free play, condition/lubrication/wear, bolts)
- Any problems noted during the inspection will be reported as noted in Documentation of ATV Use section of this policy. The ATV will not be operated if any condition exists which affects the safety of the unit or could cause damage to the ATV if not repaired prior to operation.

Ride Procedures:

- All employees must wear the proper safety gear while operating an ATV: helmet, goggles, gloves, long sleeves, long pants, and over-the-ankle boots.
- All employees will be familiar with the “SIPDE” strategy as taught in ATV Safety Rider Course, when riding. This strategy will help to prevent potential risks and accidents.
 - S = Scan/Search
 - I = Identify Hazards
 - P = Predict what may happen
 - D = Decide what to do
 - E = Execute your decision
- Employees will Tread Lightly at all times when riding ATVs.
 - **Travel responsibly** by staying on designated trails. Go over, not around obstacles to avoid widening the trail. Cross streams at designated fords. When possible avoid muddy trails.
 - **Respect the rights of others** so they can enjoy their recreational activities undisturbed. Leave gates as you found them. Share the trail. Yield right of way to those passing you or traveling up hill. Motorized vehicles yield to all trail users.
 - **Educate yourself** prior to your trip by obtaining maps and regulations for the area. Be prepared with safety and emergency gear, extra food and water, and tools for repair.
 - **Avoid sensitive areas** such as meadows, lakeshores, streams, wetlands, and cryptobiotic soil. This protects wildlife habitat and sensitive soils from damage. Avoid disturbing historical and archeological sites.
 - **Do your part** by modeling appropriate behavior and leaving the area better than you found it. Properly dispose of waste and pack out trash. Avoid the spread of invasive species by washing equipment after every trip.
- Any non-professional operation of the ATVs (“horseplay,” intentional destruction of property/turf/trees, intentional destruction of the ATV, or reckless behavior) will not be tolerated. All privileges to operate ATVs will be immediately suspended, pending re-completion of ATV Safety Course and approval from the Executive Director.
- In the event of an accident involving an ATV, the employee will notify an immediate supervisor and request local officials make an accident report.
- Passengers may only ride on ATVs that are designed to carry passengers; they must also wear the required safety gear.

Post-Ride Procedures:

- After each ride the ATV(s) must be re-fueled as well as cleaned/rinsed of any vegetation, dirt, dust, or mud in order to maintain the vehicle and prevent the spread of invasive species. The ATV(s) will then be parked in the NOS storage area. Keys are to be returned to the Executive Director.

ATV Maintenance

- See ATV owner’s manual for factory recommendations on servicing and long-term storage.

Towing ATV Trailer

- Prior to towing the ATV trailer, employees must learn and demonstrate that they know how to hook up the trailer, adjust their driving habits for increased loads, and back the trailer.