

WS Directive

4.155 10/08/03

ALL-TERRAIN VEHICLES AND SNOWMOBILES

1. PURPOSE

To provide guidelines for the safe use of All-Terrain Vehicles (ATV) and snowmobiles.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 4.155 dated 4/08/94.

3. POLICY

WS employees will operate ATV's and snowmobiles in a safe manner consistent with these guidelines.

a. All-Terrain Vehicles.

1. Government-owned, leased, or privately owned (hired) ATV's will be operated in compliance with all applicable policies and guidelines established for other government-owned or leased motor vehicles.
2. WS employees must be authorized by their supervisor to use and operate ATV's.
3. Government-owned ATV's will be used for official purposes only.
4. Each operator will comply with State and Local laws and regulations.
5. ATV operators will:
 - (a) Complete specialized safety training as recommended by the ATV manufacturer.
 - (b) Follow all instructions included in the ATV operator's manual.
 - (c) Exhibit good judgment and proficiency in ATV use.

Distribution:

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6. ATV's will not be operated on pavement unless designed for such use.
7. Unless designed to carry a passenger, Government-owned or hired ATV's will not carry a rider other than the driver, except in emergencies.
8. ATV's will be maintained in accordance with the manufacturer's recommendations.
9. A safety helmet is mandatory for personnel using Government-owned or hired ATV's except when speed is maintained below 10 mph.
10. Eye protection is mandatory.
11. Protective clothing, such as leather or other heavy materials which protect arms and legs, should be worn to reduce injuries in the event of an accident. Gloves and leather high-topped boots are also recommended.
12. Loads carried on ATV's must be securely fastened and not exceed the recommended weight limit.
13. When a vehicle is used to carry an ATV, a stable ramp must be used for loading and unloading.
14. All accidents involving ATV's on the job will be reported promptly in accordance with the APHIS Motor Vehicle Fleet Management Manual (September 2003).
15. Payment for ATV hire will be determined by the State Director.

b. Snowmobiles.

1. All operators will be familiar with the operator's manual and be proficient in the skills necessary to safely operate a snowmobile as follows:
 - (a) Snowmobiles must be operated in compliance with Federal, State, and Local laws and regulations.
 - (b) Operators should be familiar with areas they will be traveling and be aware of boundary fences, dangerous obstructions, and other obstacles. Traveling on frozen water surfaces should be done with extreme caution.
 - (c) Snowmobile work will be conducted with a companion operator when travel is further than two miles from a vehicle, residence, or open road.

- (d) The operator will be familiar with the warning signs and first aid treatment for hypothermia, frostbite, shock, and heart attack.
- (e) Prior to snowmobile travel, the operator will notify another person of departure and anticipated return times and the planned route to be traveled.
- (f) Payment for snowmobile hire will be determined by the State Director.
- (g) Required Equipment. The following equipment must be carried on the snowmobile at all times:
 - 1. Spare spark plugs,
 - 2. Tool kit,
 - 3. Extra drive belt,
 - 4. Starting fluid,
 - 5. Flares or flashlight,
 - 6. Owners manual,
 - 7. Matches in waterproof containers,
 - 8. A first aid kit,
 - 9. Protective clothing designed for snowmobiling, and
 - 10. A helmet with appropriate visor or goggles
- (h) Recommended equipment includes:
 - 1. A survival blanket,
 - 2. Additional first aid supplies,
 - 3. Snowshoes, and
 - 4. A one-day supply of food.

4. REFERENCE

APHIS Motor Vehicle Fleet Management (Manual 5400) (September 2003)

Deputy Administrator