

A Safe Workplace

A Workplace Safety and Health Manual for Your Community

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		Approved By: Harvey Bostrom
Subject: VLE-17	Operating all Terrain Vehicle (ATV)	Effective: December 30, 2005
		Revised: April 1, 2011

PPE Required: CSA approved and properly sized helmet, safety glasses or goggles, boots, gloves, reflective orange vest (if the ATV is not equipped with a reflective flag), long pants and long sleeved shirt or jacket

Only competent operators are to operate ATV.

General:

1. No one under the age of sixteen shall operate an ATV.
2. Read and understand the owner's manual.
3. Read and understand all warning labels on the vehicle.
4. Proper helmets are mandatory for operators and passengers. See the owner's manual.
5. No one shall operate an ATV without first undergoing proper instruction and supervised practical training.
6. The ATV is designed for off road use only - it is not intended for use on community streets, public roads or highways. Do not drive an ATV on pavement!
7. Only ATV's designed and rated for passengers are allowed to carry passengers. See owner's manual.
8. Installation of accessory equipment may affect vehicle handling. Refer to owner's manual.

Pre Trip Inspection:

1. Ensure tires are in good condition and properly inflated (usually 2 to 6 psi). A low-pressure gauge is required, automotive tire gauges are not accurate for use on ATVs.
2. Ensure all wheel nuts are in place and tight as specified on the owner's manual.
3. Ensure axle nuts are tight and secured by cotter pins.
4. Ensure throttle moves smoothly and snaps closed with the handlebars in any position.
5. Check cables and controls for damage and that they are free of dirt and oil.
6. Ensure brakes operate smoothly and are properly adjusted.
7. Inspect the drive chain/drive shat/drive belt for popper adjustment and lubrication.

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8. Ensure the foot shifter is firmly attached and positioned for safe operation.
9. Check the oil and fuel levels.
10. Inspect the drive chain for proper adjustment and lubrication.
11. Check for loose parts on the ATV. Rough terrain will loosen parts.
12. Check the condition of the ignition switch and engine stop switch by turning on and off.
13. Check to ensure all lights operate properly. Fill out inspection sheets.

Starting Procedure:

1. Ensure the transmission is in neutral or park.
2. Set the parking brake.
3. Turn the fuel valve on.
4. Ensure the engine stop switch is in the run or on position.
5. For cold start, put the choke in the on position.
6. Start the engine and turn off the choke.

Operation:

1. Always keep both hands on the handlebars and both feet on the footrests.
2. ATVs are rider responsive, shift your body weight when turning, negotiating hills and crossing obstacles.
3. Apply the rear brake and shift into first gear.
4. Always keep the throttle closed (off) while shifting to prevent the front wheels from lifting.
5. Do not apply the front brakes on their own, use in conjunction with rear brakes to avoid forward tipping.

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6. Downshift through the gears in order to slow the ATV on down slopes and in conjunction with brakes for stopping.
7. Avoid excessive braking while cornering.
8. See *Powered Mobile Equipment Procedure* (section III-E, VLE-18) for general instructions to operate powered and mobile equipment.