



Training Solutions, Delivered!

SAFE OPERATION & USE OF ALL-TERRAIN VEHICLES

(Concise)

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 4839
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

4839 SAFE OPERATION & USE OF ALL-TERRAIN VEHICLES (*Concise*) FACT SHEET

LENGTH: 9 MINUTES

PROGRAM SYNOPSIS:

Industrial use of all-terrain vehicles, popularly known as ATV's or four-wheelers, has increased dramatically over the past several years. Although they were originally designed for recreation, many companies have found their mobility and adaptability to workplace applications ideal for use on their premises. While most people think of ATV's as mere toys, they are not toys. Riders must know and understand the basic safe operating skills needed to ride them safely. ATV's can be useful around the facility, but unsafe operation can lead to serious injury or even death.

This video discusses the safe operating procedures that must be followed to avoid injuries while riding an all-terrain vehicle. Topics include pre-ride inspection, protective gear for ATV riders, safe driving tips, turning ATV's safely, traveling on sloped surfaces and rough terrain and hauling tools and supplies with an ATV.

PROGRAM OBJECTIVES:

After watching the program, the participant will be able to explain the following:

- What to look for in an ATV pre-ride inspection;
- What basic operating skills are needed to safely operate an ATV;
- How to safely travel on sloped surfaces and rough terrain;

INSTRUCTIONAL CONTENT:

PRE-OPERATIONAL REQUIREMENTS OF ATV RIDERS

- Before attempting to ride any ATV, make sure to read the operator's manual and become familiar with the operating functions and handling characteristics of the vehicle.
- You need to also know where all the warning labels are located on the machine and understand the information they convey.
- Only those employees trained and authorized by the company may operate an ATV on company property. Authorized employees will be trained on the specific operating controls and handling characteristics of the vehicle they will be operating.

PRE-RIDE INSPECTION

- An important part of your training is learning to conduct a pre-ride inspection. A pre-ride inspection of your ATV before each day's use will reduce the chance of injury or a mechanical breakdown.
- Make sure the tires are in good condition and have adequate pressure. If the tires have unequal pressure, the vehicle will pull toward the tire with the lowest air pressure.
- Check the owner's manual for proper tire pressures; most ATV's require between three and four pounds of pressure in each tire. Be aware that a special air gauge will be needed to measure this low level of air pressure.
- Make sure the brakes work smoothly and are adjusted according to provisions in the operator's manual.
- While moving the handle bars fully to the left and right, check the operation of the throttle. Dirt and mud accumulation can restrict the cable from fully closing.
- Make sure all lights work properly. It's a good idea to use the lights, even in daytime, to improve your visibility to others.
- Check the oil and fuel levels with the engine off. Most ATV's have a fuel selector switch, which must be turned to the "on" position for starting and normal use. This switch may also have a "reserve position;" turning the switch to this position provides a small amount of emergency fuel if needed.
- Take a close look around the vehicle for any sign of leaking fluids.
- If you operate your vehicle on rough terrains, it is important to look for parts that could have been shaken loose during a previous shift. Shake handlebars, footrests and similar elements before each shift and tighten anything you discover loose.
- If you discover any problem with your ATV during the inspection that you cannot rectify, don't operate it. Remove the key and notify your supervisor immediately.

PROTECTIVE GEAR

- After you have conducted the pre-ride inspection, make sure to put on the protective gear required by your company before beginning your ride.
- The most important piece of this gear is your helmet. Make sure your helmet meets or exceeds safety standards.
- It is a good idea to wear high visibility reflective vests when operating this type of vehicle. This allows you to be seen by other moving vehicles and equipment and allows you to be easily seen by outdoorsmen and hunters when traveling in remote areas.
- Other protective equipment that should be worn while riding include gloves and boots that rise above the ankle and have heels to prevent your feet from slipping off the footrests. Long sleeve shirts and long pants should also be worn.
- If you have any questions about what protective gear you are required to wear, ask your supervisor.

SAFE DRIVING TIPS

- Now that you've conducted your pre-ride inspection and put on the appropriate protective gear, you're ready to roll.
- When riding the ATV, make sure to keep your feet on the footrests. Putting a foot on the ground while riding could easily cause you to run over your foot or pull you off the vehicle.
- Be sure to stop for all intersections and rail crossings, making sure there are no oncoming vehicles before proceeding.
- Maintain a safe following distance of four to five vehicle lengths when following other ATV's or vehicles. Allow a little more distance at higher speeds or when dusty conditions affect visibility.
- It's a good idea to use arm signals to signal your intentions to turn or stop to other riders or vehicles.

PREVENTING INCIDENTS & INJURIES INVOLVING ATV'S

- Don't allow anyone to hitch a ride on your vehicle as this contributes to one-third of all ATV accidents. Carrying passengers decreases its stability and makes it much more difficult to maneuver.
- Also, never drive the vehicle in reverse directly toward a co-worker or a fixed object. It's too easy to misjudge your distance or speed.
- Only ride in areas designated by your company. Stay off sidewalks and always give pedestrians the right away.
- Never try to get the ATV airborne, as this may cause you to lose control and be seriously injured or even killed. Furthermore, you should never engage in horseplay and stunt driving.
- When traveling away from the main facility, make sure you have a way to maintain contact in case of emergency or unexpected conditions. Always tell someone your travel route and when you expect to return.
- Always be prepared for the weather conditions in your area. Carry a pack of supplies and suitable clothing in case you or your vehicle become disabled and must await rescue.

TRAVELING ON SLOPED SURFACES & ROUGH TERRAIN

- While ATV's are designed to climb rugged terrain, you must follow some basic safety rules to prevent tip-overs when traveling on sloped surfaces.
- When approaching an incline, keep both feet firmly on the footrests and shift your body weight forward by sliding forward on the seat.
- On steep hills, stand on the footrests and lean forward to shift as much weight forward as possible.
- Climb hills in low gear to minimize the chance of stalling the engine.
- Before descending a hill, shift the transmission into low gear and point the ATV directly downhill. Keep both feet firmly on the footrests and slide back on the seat to increase your stability and the effectiveness of the brakes.
- Whenever possible, ride in a straight line directly up or down a hill. Avoid crossing slopes laterally; this makes a tip-over much more likely. If you must cross a slope, keep both feet firmly on the footrests and lean your body uphill. If the ATV begins to tip, turn the front wheels downhill.

HAULING TOOLS & SUPPLIES

- As the use of ATV's increases on the job site, so does the number of different things we expect them to do. Not only are they used to carry us around the job site, but ATV's are now used to haul loads of work tools and supplies.
- Always obey the manufacturer's load limits because overloading either the front or rear can make the ATV impossible to control.

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ANSWERS TO THE REVIEW QUIZ

1. c

2. c

3. b

4. a

5. b

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REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. The most important piece of your protective gear for riding an ATV is your _____.
 - a. Boots
 - b. Gloves
 - c. Helmet

2. You should maintain a distance of _____ vehicle-lengths when following other ATV's or vehicles.
 - a. 2 to 3
 - b. 4 to 5
 - c. 10 to 12

3. Passengers are only allowed to ride on an ATV when they are seated directly behind the driver in the driver's seat.
 - a. True
 - b. False

4. What should you do if you are climbing a hill and discover your ATV doesn't have enough power to continue uphill?
 - a. Turn around facing your rear and back the ATV down the hill slowly
 - b. Apply the parking brake, drag the vehicle around so it is facing downhill and proceed back downhill
 - c. Let the ATV roll backwards, steer it around so it is facing downhill and proceed back downhill

5. It's best to primarily use the _____ brake in most situations on level ground.
 - a. Front
 - b. Rear