

# EASTERN MICHIGAN UNIVERSITY™

## OFF ROAD VEHICLE SAFETY GUIDELINES



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# EASTERN MICHIGAN UNIVERSITY

## OFF ROAD VEHICLE SAFETY GUIDELINES

### PURPOSE

The purpose of these Off Road Vehicle (ORV) Safety Guidelines is to ensure ORV operators are aware of the hazards that exist when operating an ORV and to prevent unnecessary damage or injuries from their misuse. Off Road Vehicles include but are not limited to: Club cars, John Deere's, golf carts and other motorized vehicles not designed to drive on the roadway.

### SCOPE AND APPLICATION

These guidelines apply to all Eastern Michigan employees, students, volunteers and outside contractors involved in the use of ORVs for the transportation of persons, deliveries and/or grounds work. ORV's not owned, operated or authorized by EMU can not be used on the premises.

### RESPONSIBILITIES

#### DEANS, DIRECTORS, & DEPARTMENT HEADS

- Shall coordinate initial training from vendor and ensure the department has a trainer.
- Shall ensure upon purchase, the ORV is registered with the Physical Plant **within 1 week**.
- Shall ensure ORV's are inspected by the Physical Plant / Motor Pool at least quarterly.
- Shall ensure departmental compliance with ORV Safety Guidelines.
- Shall coordinate centralized documentation of records.
- Shall be responsible for any costs incurred from damages to vehicle, grounds or EMU property.

#### SUPERVISORS

- Shall ensure all ORVs and operators within their department comply with the requirements of the ORV Safety Guidelines.
- Shall ensure each individual who has been assigned to operate an ORV receives appropriate training prior to operating. Training shall be documented, using the ORV Safety Guideline Acknowledgment Form.
- Shall read and have knowledge of the Owner's Manual requirements.
- Shall enforce ORVs operation in accordance with the manufacturer's recommendations

and rules of this program.

- Shall take disciplinary action, when violations of these rules are found.
- Shall take non-functioning ORV's out of service, tag vehicle out of service and notify the Physical Plant/Motor Pool of the need for repair.

## **EMPLOYEES**

- Shall attend ORV Safety training.
- Shall comply with the requirements of the ORV Safety Guidelines.
- Shall ensure cargo is secure and passengers are limited to the allowed number prior to operation.
- Shall complete a vehicle inspection form prior to using the ORV and take the vehicle out of service if necessary.
- Shall immediately report all safety and maintenance concerns regarding ORVs to their supervisor.
- Shall **immediately** report all accidents to DPS and to their supervisor.
- **Shall turn the key to the "off" position, remove the key and engage hill brake, when vehicle is to be left unattended.**

## **PHYSICAL PLANT - MOTOR POOL**

- Shall mark all ORVs with identification numbers and department name.
- Shall inspect ORVs quarterly.

## **PURCHASING**

- Shall ensure that Operator Manuals and How to Videos (if available) are provided with all ORV purchases and that training is provided by the vendor.
- Shall ensure that all ORV purchased are equipped with headlights, bumpers and back up alarms or arrange to have them installed by the Physical Plant.
- Shall notify Physical Plant of ORV purchases.

## **RENTAL OF ORV'S**

- Departments renting ORV's shall comply with the requirements of these guidelines, especially training.

## **SPECIAL EVENTS USE OF ORV's**

- Special events include but are not limited to: family day, teacher job fair, heritage festival and homecoming.
- Coordinators shall ensure ORV's comply with the safety requirements of this program.

- Coordinators of special events shall ensure participants using ORV's are informed of the ORV safety guidelines.
- Coordinators of these events shall arrange for training for ORV users.

## **GENERAL REQUIREMENTS**

- ORVs shall not be operated until registered with the Physical Plant.
- ORV operators shall not engage in any activities that would distract from driving. This includes but is not limited to: eating, drinking, smoking and cell phone use.
- ORVs shall be operated with courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be given the right-of-way at all times.
- ORVs shall be operated within the confines of University premises, other than fueling at the Amoco station at Ann Street and Huron River Drive.
- ORVs shall not be driven on streets.
- ORV operators must possess a valid driver's license and be at least 17 years of age.
- ORVs intended to be used after dark shall be equipped with headlights.
- ORVs equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
- Cargo being transported in an ORV shall be secured.
- ORVs shall be equipped with a functional horn, back up alarm and windshield wipers.
- Never operate the ORV with more passengers aboard than the ORV is designed to accommodate.
- Keep hands, legs, feet and arms inside the confines of the ORV when it is in motion.
- No modification should be done to ORVs without the approval of the manufacturer.
- Do not exceed maximum safe speeds, particularly in areas with high pedestrian traffic.
- Avoid driving on recently seeded or sodded grass/turf when possible. If you must, be careful especially when turf is wet.
- **ORVs equipped with a back carriage shall not be used for passenger travel.**
- ORVs shall be clearly identified as to the department responsible.
- ORVs shall be inspected at least semi-annually.
- ORVs shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
- When crossing streets, ORV operators must come to a complete stop, check for oncoming traffic and proceed cautiously **across** to the nearest sidewalk.

## **ORV SAFETY DRIVING INSTRUCTION**

- Prior to entering vehicle, secure all cargo.
- Observe the limit of passengers per seat rule.
- Shall apply brake before starting vehicle.

- All body parts shall be kept inside the vehicle while it is in motion.
- Always remain seated while vehicle is in motion.
- Check the area behind the vehicle before backing up.
- Slow down before and during turns. All turns shall be executed at reduced speeds.
- Drive the vehicle only as fast as terrain and safety considerations allow.
- Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect your ability to operate the vehicle safely.
- Avoid sudden stops or change of direction that may result in a loss of control.
- Brake to control speed when traveling down an incline.
- ORVs shall be parked to not block any sidewalks, curbcuts, fire hydrants, driveways, doors and vehicles.
- **ORV operators shall turn the key to the “off” position, remove the key and engage hill brake, when vehicle is to be left unattended.**

## FUELING

- ORV shall only be fueled at the Amoco Station located at Ann Street and Huron River Drive.
- Physical Plant ORV’s shall be fueled at the Physical Plant.
- Each department is responsible for fueling their own ORV’s and shall not use the pump at the Physical Plant.
- Gasoline, if stored, shall only be in approved safety cans and in appropriate storage locations. This location must be reported to Health and Safety.

## TRAINING

ORV training shall include, but not be limited to, the following information:

- The requirements and responsibilities contained within these guidelines.
- Hands on instruction of the ORV controls and functions.
- Viewing manufacture’s ORV Safety Video, if available.
- Proper conduct for driving an ORV.
- Steps to take when leaving the ORV unattended.
- Accident reporting.
- Fueling and checking oil.

# **EASTERN MICHIGAN UNIVERSITY**

## **ORV SAFETY GUIDELINES**

### **VEHICLE INSPECTION FORM**

**This form shall be completed by all employees prior to the operation of an ORV.**

- \_\_\_\_\_ 1. Check for proper tired condition and inflation.**
- \_\_\_\_\_ 2. Brakes shall be check for proper operation.**
- \_\_\_\_\_ 3. Check for any indication of fluid leaks under the ORV.**
- \_\_\_\_\_ 4. Check for proper engine oil level.**
- \_\_\_\_\_ 5. Check fuel level.**
- \_\_\_\_\_ 6. Check to ensure that all warning and operation decals are in place.**
- \_\_\_\_\_ 7. Headlights shall be checked for proper operation.**
- \_\_\_\_\_ 8. Check ORV for any dents or scratches.**
- \_\_\_\_\_ 9. Be sure that cargo is properly secured and stored.**

**If the ORV is in need of repair or maintenance, the vehicle shall be taken out of service and the physical plant shall be notified.**

# EASTERN MICHIGAN UNIVERSITY

## ORV SAFETY GUIDELINES ACKNOWLEDGMENT FORM

This form shall be completed by all employees prior to operating an ORV and annually thereafter. Students shall complete this form each semester.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

EMU ID #: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

By signing below I acknowledge that:

- I have read the University ORV Safety Guidelines.
- I understand the terms and conditions of the ORV Safety Guidelines.
- I have been provided with the opportunity to ask questions related to this program.
- I have received hands on instruction of the ORV's controls and functions.
- I have reviewed EMU's Power Point Program and the Manufacturer's ORV Safety Video, if available.
- I possess a valid driver's license.

For Supervisors only:

- I have read the ORV owner's manual.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

\* **Keep this form in employees' file for a minimum of 3 years.**

\* **Valid for 1 year for full-time employees, 1 semester for students.**