

Off-Road Vehicle Safety Guideline

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EMUDPS-EHS-P017

Revision: 1

I. PURPOSE

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

II. SCOPE AND APPLICATION

This guideline applies to all Eastern Michigan employees, students, volunteers, summer camps and outside contractors involved in the use of ORVs for the transportation of persons, equipment, deliveries and/or grounds work. ORVs not owned, operated or authorized by EMU are not permitted on the premises.

III. RESPONSIBILITIES**A. Deans, Directors, Department Heads**

1. Coordinate initial training from the vendor and ensure their department has access to a trainer.
2. Ensure upon purchase, the ORV is registered with the Physical Plant within 1 week.
3. Ensure ORVs are inspected by the Physical Plant Motor Pool at least semi-annually.
4. Ensure departmental compliance with the ORV Safety Guideline.
5. Coordinate centralized documentation of departmental ORV records.
6. Are responsible for any costs incurred from damages to vehicles, grounds or EMU property.

B. Supervisors

1. Ensure all ORVs and operators within their department comply with the requirements of the ORV Safety Guideline.
2. Ensure each individual who has been assigned to operate an ORV receives appropriate training prior to operation. Training must be documented, using the [ORV Acknowledgment Form](#) (emudps-ehs-f054).

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3. Must read and have knowledge of the ORV Owner's Manual requirements.
4. Enforce ORVs operation in accordance with the manufacturer's recommendations and rules of this guideline.
5. Take disciplinary action, when violations of this guideline are found.
6. Take non-functioning ORV's out of service by tagging the vehicle out of service and notify the Physical Plant/Motor Pool of the need for repair. All repair cost are your Department's responsibility not the Physical Plant's.

C. Employees

1. Must attend ORV safety training coordinated by their department.
2. Must comply with the requirements of the ORV Safety Guideline.
3. Must ensure cargo is secure and passengers are limited to the allowed number prior to operation.
4. Must complete the [ORV Inspection Form](#) (emudps-ehs-f055) prior to using the ORV and take the vehicle out of service if necessary.
5. Immediately report all safety and maintenance concerns regarding ORVs to their supervisor.
6. **Immediately** report all accidents to DPS and to their supervisor.
7. **Must turn the key to the "off" position, remove the key and engage the hill brake, when the vehicle is to be left unattended.**

D. Physical Plant – Motor Pool

1. Mark all ORVs with identification number and department name.
2. Inspect ORVs at least semi-annually.

E. Purchasing

1. Ensure Operator Manuals and How to Videos (if available) are provided with all ORV purchases and that training is provided by the vendor.
2. Ensure all ORVs purchased are equipped with operational headlights, bumpers and back up alarms or arrange to have them installed by the vendor.
3. Notify Physical Plant of ORV purchases.

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F. Rental of ORVs

1. Departments renting ORVs must comply with the requirements of this guideline, especially training.

G. Special Events Use Of ORV

1. Special events include but are not limited to family day, teacher job fair, heritage festival, summer camps and homecoming.
2. Event Coordinators must ensure ORVs comply with the safety requirements of this guideline.
3. Event Coordinators must ensure participants using ORVs are informed of the ORV safety guideline and abide by them.

IV. PROCEDURES

A. General Requirements

1. Register ORVs with the Physical Plant prior to operation.
2. The responsible department must be clearly identified on each ORV.
3. Prior to use, the ORV must be inspected and the inspection documented using the [ORV Inspection Form](#) (emudps-ehs-f055).
4. ORV operators must not engage in any activities distracting their driving. This includes but is not limited to eating, drinking, smoking and cell phone use.
5. ORVs must be operated with courtesy, care and consideration for the safety and convenience of pedestrians.
 - a. Pedestrians must be given the right-of-way at all times.
 - b. Approach pedestrians slowly and cautiously.
 - c. Startling pedestrians may cause them to jump into the vehicles path and result in a collision.
6. ORVs must be operated within the confines of University premises, other than fueling at the station at Ann Street and Huron River Drive.
7. ORVs must not be driven on streets.
8. Proof of ORV operators possessing a valid driver's license and are at least 17 years of age must be kept on file in the department.
9. ORVs intended for use after dark must be equipped with working headlights and tail lights.

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10. ORVs equipped with a cargo bed must not be overloaded. Overloading decreases maneuverability and safe operation.
11. Cargo transported in an ORV must be secured.
12. ORVs must be equipped with a functional horn, back up alarm and windshield wipers.
13. Never operate an ORV with more passengers aboard than the ORV is designed to accommodate.
14. Keep hands, legs, feet and arms inside the confines of the ORV when it is in motion.
15. ORV modifications are not permitted in any manner affecting the recommended mode of operation, speed or safety of the vehicle and without the approval of the manufacturer.
16. Do not exceed maximum safe speeds, particularly in areas with high pedestrian traffic. A 5 mph limit is required on sidewalks with pedestrians.
17. Avoid driving on recently seeded or sodded grass/turf. If you must, be careful especially when turf is wet and report all damage to Physical Plant and/or the Department of Public Safety.
18. **ORVs equipped with a cargo bed must not be used for passenger travel.**
19. ORVs must be inspected at least semi-annually.
20. When crossing streets, ORV operators must:
 - a. come to a complete stop,
 - b. check for oncoming traffic and
 - c. proceed cautiously across to the nearest sidewalk.

B. ORV Driving Safety

1. Prior to entering the vehicle, secure all cargo.
2. Observe the passenger limit per seat rule.
3. Apply the brake before starting the vehicle with the exception of vehicles like golf carts that will not start with the brake engaged.
4. Keep all body parts inside the vehicle while it is in motion.
5. Always remain seated while the vehicle is in motion.
6. Check the area behind the vehicle before backing up.

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7. Slow down before and during turns. Turns must be executed at reduced speeds.
8. Drive the vehicle only as fast as terrain and safety considerations allow.
9. Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors (examples; rain, snow, ice) that may affect your ability to operate the vehicle safely.
10. Avoid sudden stops or changes in direction that may result in a loss of control.
11. Brake to control speed when traveling down an incline.
12. When parking an ORV do not block any sidewalks, curb cuts, fire hydrants, driveways, doors and/or vehicles.
13. **ORV operators must turn the key to the “off” position, remove the key and engage the hill brake, when the vehicle is to be left unattended.**

C. Fueling

1. ORVs must only be fueled at the BP Station located at Ann Street and Huron River Drive.
2. Physical Plant ORV's must be fueled at the Physical Plant.
3. Each department is responsible for fueling their own ORVs and are not permitted to use the pump at the Physical Plant.
4. **Gasoline, if stored, must only be in approved metal safety cans**, plastic containers are not allowed. All storage locations must be appropriate and identified. This location must be reported to Environmental Health and Safety.
5. ORVs must be fueled from the designated fueling station following proper procedures.

D. Training

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

1. The requirements and responsibilities contained within this guideline.
2. Hands on and formal instruction of the ORV controls, functions and safety compliance.
3. Performance and competency assessment.
4. Viewing the manufacturer's ORV Safety Video, if available.
5. ORV inspection and documentation.

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- 6. Fueling and checking oil.
- 7. Proper conduct for driving an ORV.
- 8. Steps to take when leaving the ORV unattended.
- 9. Accident reporting.

V. ATTACHMENTS

- A. [ORV Acknowledgment Form](#) (emudps-ehs-f054).
- B. [ORV Inspection Form](#) (emudps-ehs-f055)

VI. HISTORY

Revision	Change(s)
0	Original Program
1	Updated information and document format