

ALL-TERRAIN VEHICLE DRIVING POLICY

**BP WIND ENERGY
OPERATIONS POLICIES AND PROCEDURES**

ALL-TERRAIN VEHICLE DRIVING POLICY

[*Document Control Details*](#)

ALL-TERRAIN VEHICLE DRIVING POLICY

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ALL-TERRAIN VEHICLE DRIVING POLICY

1 PURPOSE

The purpose of this document is to outline the BP Wind Energy's (BPWE)'s policy for the use of all-terrain vehicles (ATV). There is an added inherent risk with using ATVs.

2 REFERENCES

BP Driving Safe document
OEM safety manuals
Farm Safety Association
www.DMV.org

3 SCOPE

- 3.1 This BU level safety procedure explains the BP ATV driver and passenger policies, the hazards of an ATV and the safety actions to be practiced with an ATV at BP Wind Energy sites.
- 3.2 This BU level standard applies to all BPWE Employees, contractors, and visitors.
- 3.3 The most common instances where accidents occur typically include the following while:
 - Driving on or along a highway, or crossing a highway
 - Refusing to wear a helmet or use a seatbelt
 - Inadequate training by the vehicle operator
 - Poor maintenance and vehicle condition

4 RESPONSIBILITY

4.1 Site Manager

- 4.1.1 The Site Manager is responsible to assure that all employees, contractors, and visitors follow the rules outlined in this policy.

5 DEFINITIONS

- 5.1.1 ATV- All-Terrain Vehicle: a 4-8 wheeled or tracked vehicle, usually with 1-4 seats, designed to be driven off-road.
- 5.1.2 BU -Business Unit
- 5.1.3 OEM- Original Equipment Manufacturer

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5.1.4 HSSE- Health Safety Security and Environment

5.1.5 SPA- Single Point of Authority

5.1.6 DMV-Department of Motor Vehicles

5.1.7 Site Manager- The person in charge at BPWE sites. This includes but is not limited to the following; Facilities Manager, Site Construction Manager, Engineering Staff, and Managers.

6 Policy

6 BP Group Standard on Driving

The BP Group Standard on Driving requires compliance with the following 10 elements. No matter the vehicle type, all drivers need to understand and practice these core elements to assure safe traveling at and away from work.

- 6.1 The vehicle shall be “fit for the purpose and shall be maintained in safe working order, with seatbelts installed and functional.
- 6.2 The number of passengers shall not exceed the manufacturer's specification for the vehicle.
- 6.3 Loads shall be secure and shall not exceed the manufacturer's specification and legal limits for the vehicle.
- 6.4 Drivers shall be appropriately assessed, licensed, trained, and medically fit to operate the vehicle.
- 6.5 Drivers shall be appropriately rested and alert.
- 6.6 Drivers shall not use a mobile phone or other two-way communication device while operating the vehicle.
- 6.7 In specific higher-risk countries risks of the journey shall be assessed and journey risk management policy & plans shall be in place.
- 6.8 Seatbelts shall be worn by all occupants at all times whenever a vehicle is in motion.
- 6.9 Drivers shall not be under the influence of alcohol or drugs, or any other substance or medication that could impair their ability to drive.

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6.10 Safety helmets shall be worn by rider and passengers of motorcycles, all terrain vehicles (ATVs), snowmobiles and similar types of vehicle.

OPERATOR AND LICENSING REQUIREMENTS

6.11 All BPWE employees, contractors and any other on site personnel needing to operate ATVs on site must complete a formal ATV Safety Training. This training must be renewed every three (3) years. The training shall be approved by the ATV Safety Training Institute. The Site Manager is responsible to assure that proof of training is available in the form of a card, certificate or a training log.

6.12 Training is required to operate an ATV but is not required for passengers.

6.13 The minimum age to operate an ATV is 25 years. A valid government issued driver's license is required.

6.14 The table below provides information on driving requirements by state governments.

6.15 Note: States NOT listed below do not have license requirements but may require a regular driver's license, have age restrictions, require a state level ATV safety course, and/or mandate ATV insurance. The Site Manager is required to assure his site follows local and state requirements.

STATE ATV REQUIREMENTS

Georgia	If engine is greater than 50 cubic centimeters, a motorcycle license is required
Illinois	A motorcycle endorsement is required on regular license
Minnesota	If born after June 1, 1987, proof of possession required for ATV CD training course
Montana	Laws vary depending on the town or city. Need to contact local officials.
New Hampshire	Laws vary, Check with local municipality
North Carolina	Proof of ATV safety course is required if born after Jan 1, 1990
Oregon	ATV license required. Check with DMV
Texas	Must possess proof of ATV safety course completion
Utah	Must possess proof of ATV safety course completion

(Source: <http://dmvanswers.com/questions/130/Do-I-need-an-ATV-license-in-my-state>)

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ATV SAFETY RULES AND REQUIREMENTS

- 6.16 Operation of an ATV is only permitted when the need is demonstrated. Instances where the need is demonstrated, include when it is safer to travel by ATV, or the location is inaccessible by car or truck due to terrain or weather conditions.
- 6.17 Vehicle is to be inspected before and after each use.
- 6.18 Speed limit for ATV is set at 20 mph.
- 6.19 A DOT approved helmet must be fitted and strapped tightly under the chin. Impact resistant goggles or wrap around glasses may be used, but not eye glasses by themselves. Clip-on side protectors are allowed.
- 6.20 Seat belts and roll cages are required, unless not available from OEM.
- 6.21 The PPE for ATV does not substitute for PPE per BPWE policy.
- 6.22 During hours of late operation or poor visibility, reflective clothing is required.
- 6.23 ATVs must have; a basic first aid kit, fire extinguisher, side tool kit (tire repair kit and compressor), and a winter survival kit when appropriate.
- 6.24 A communication device (a radio or cell phone), is required.

ATV HAZARDS

- 6.25 ATV operators should make themselves familiar with the terrain. This is a major cause for accidents.
- 6.26 Speed should be lowered while operating the ATV through grass, dirt, rocks, inclines, water and all other off-road obstructions.
- 6.27 Operating ATVs in poor weather should be avoided when possible and extra caution should be used in this situation.
- 6.28 Reckless use of an ATV is strictly prohibited and will result in disciplinary action, with a possibility of termination.

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ATV SAFETY FEATURES/REQUIREMENTS

- 6.28.1 Site Manager is responsible for maintaining OEM manuals for ATVs used on site.
- 6.29 A three point seat belt is required that fits snug across their bodies at all times while in the vehicle.
- 6.30 A park brake lever should be used when appropriate.
- 6.31 Operators should familiarize themselves with proper safety procedures for abandoning the ATV per OEM recommendations. Consult OEM manual and ATV training.
- 6.32 Every time the vehicle is to be turned off, it must be put in neutral, have the engine shut off, and then have the parking brake engaged. Parking on an incline should be avoided if possible.

ATV SAFE DRIVING PRACTICES

- 6.33 Never drag or put your foot on the ground while operating the ATV as it may get wedged between the ground and the vehicle.
- 6.34 Never reverse down a hill or slope; the ATV is much more likely to flip over.
- 6.35 Never suddenly throttle or rev the engine as this could cause the vehicle to flip.
- 6.36 Never drive through fast moving or unfamiliar water. And always check to see if brakes are in working order after getting them wet.
- 6.37 Always look ahead and plan for the terrain before it arrives.
- 6.38 Always gear down and slow down when going up a hill.
- 6.39 Drive on relatively level ground and never exceed a 15 degree incline.

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MAINTAINENCE PRACTICES

- 6.40 Qualified personnel should inspect the ATV at specific intervals.
- 6.41 Tires or tracks should be inspected before the ATV is operated.
- 6.42 The front and back lights should be kept on through all times of operation.
- 6.43 All lights and indicators should be in working order.
- 6.44 The undercarriage should be inspected for fluid leaks, which must be repaired immediately.
- 6.45 Brakes should be tested and be in properly working order before driving the ATV.
- 6.46 Seats, rubber padding, flooring should be in good condition.
- 6.47 Installation of vehicle accessories should be in good working order.
- 6.48 If equipped, assure side mirrors are visible and in the right position.
- 6.49 The “Break-in” period.
 - 6.49.1 A typical “break-in” period is the first 20 hours of operation or the first two tanks of gas. This is the most important period of the vehicle’s usage, as good maintenance practices will extend the life of the vehicle.

7 TRAINING

- 7.1 All BPWE employees, contractors and any other on site personnel needing to operate ATVs on site must complete a formal ATV Safety Training. This training must be renewed every three (3) years. The training shall be approved by the ATV Safety Training Institute. The Site Manager is responsible to assure that proof of training is available in the form of a card, certificate or a training log.

8 AUDITING

- 8.1 This driving policy is to be reviewed and updated at a minimum of every five years.

9 EXHIBITS

- 9.1 None

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Document Name		ALL TERRAIN VEHICLE DRIVING POLICY			
Scope		BP Wind Energy			
Document #		Issue Date			
Revision Date		Next Review			
Authority		Custodian			
Rev#	Revision Date	Revision Detail		Authority	Custodian