


|   |                        |           |
|---|------------------------|-----------|
|  | <b>Document Type:</b>  | Directive |
|   | <b>Dept./Program:</b>  | NAO       |
|   | <b>Issued Date</b>     | 12/1/2021 |
|   | <b>Effective Date:</b> | 12/1/2021 |
|   | <b>Version No.:</b>    | 1.0       |
| <b>Utility Vehicle Safety Directive</b>   |                        |           |

### Table of Contents

|            |  |          |
|------------|--|----------|
| <b>1.0</b> | <b>Purpose .....</b>                             | <b>1</b> |
| <b>2.0</b> | <b>Scope .....</b>                               | <b>2</b> |
| <b>3.0</b> | <b>Definitions.....</b>                          | <b>2</b> |
| <b>4.0</b> | <b>Roles &amp; Responsibilities .....</b>        | <b>2</b> |
| <b>4.1</b> | <b>Authorized UTV Operator.....</b>              | <b>2</b> |
| <b>4.2</b> | <b>Contract Management.....</b>                  | <b>2</b> |
| <b>4.3</b> | <b>Passengers.....</b>                           | <b>3</b> |
| <b>5.0</b> | <b>Directives .....</b>                          | <b>3</b> |
| <b>5.1</b> | <b>Pre-Ride Safety Inspection Checklist.....</b> | <b>3</b> |
| <b>5.2</b> | <b>Defensive Driving.....</b>                    | <b>3</b> |
| <b>5.3</b> | <b>Off Road Operations .....</b>                 | <b>3</b> |
| <b>5.4</b> | <b>Driving Safety.....</b>                       | <b>4</b> |
| <b>5.5</b> | <b>Personal Protective Equipment.....</b>        | <b>4</b> |
| <b>6.0</b> | <b>Training .....</b>                            | <b>4</b> |
| <b>7.0</b> | <b>Accident Reporting.....</b>                   | <b>5</b> |

#### **1.0**    **Purpose**

The purpose of the Utility Vehicle Safety Directive is to establish guidelines for the safe and allowable uses for Utility Vehicles (UTVs) operated by personnel on North American Operations contracts.

This Directive establishes guidelines to follow with regards to the use of UTVs and applies to all Constellis employees authorized to use UTVs/ATVs by their immediate supervisor. Contractors are not permitted to use UTVs owned or assigned to Constellis. UTVs may not be used for personal use. All personnel must comply with this Directive. Failure to adhere to this Directive may result in suspension of the authorized user’s UTV privileges or other discipline. This Directive was written to comply with applicable U.S. Department of Labor Occupational Safety and Health Administration (OSHA) regulations, State approved OSHA plans, the ATV Safety Institute and the National Institute of Occupational Safety and Health (NIOSH).

Examples of UTVs include but are not limited to Golf Carts, Gator Type Utility Vehicles, Side by sides, Snowmobiles and All-Terrain Vehicles (ATVs). Vehicles not covered in this Directive are automobiles (cars and trucks), forklifts, lawn tractors, construction machinery, construction vehicles and Segways.

## 2.0 Scope

This Directive applies to all Constellis employees working on North American Operations contracts.

## 3.0 Definitions

Authorized UTV Operator: An authorized UTV operator is a Constellis employee who meets the requirements of this directive.

## 4.0 Roles & Responsibilities

### 4.1 **Authorized UTV Operator**

Authorized UTV operator **MUST**:

- Be employees of Constellis.
- Adhere to this directive, as well as instructions, operator's manual, and training provided by Constellis, the ATV Safety Institute or the applicable UTV manufacturer.
- Obey all motor vehicle traffic regulations while operating an UTV.
- Always operate Constellis UTVs in a safe and responsible manner.
- Complete UTV Safety Training prior to UTV operation.
- Be responsible for the security of the ignition keys during the time that the UTV is assigned to her/him.
- Complete the Pre-ride Safety Inspection Checklist prior to operating the UTV. Refer to Section 5.1 and Appendix A.
- Ensure transported passengers remain in seats designated for such use.
- Ensure the UTV passenger load does not exceed the passenger load limit and/or load capacity designated by the UTV manufacturer.
- Ensure passenger uses seat belt if it is provided on the UTV.

UTV operators are **PROHIBITED** from:

- Using mobile devices for any reason (phone calls, text message, receive or respond to email, or access the Internet).
- Smoking near or in UTVs. Smoke in designated areas only.
- Using radio/audio headsets not designed for operating an UTV.
- Transporting hazardous materials (e.g., biological materials, hazardous chemicals, radiological materials) in UTVs. Fuel must be secured and transported in limited quantities (5 gallon or less in metal flame arrest containers)
- Parking in fire lanes, landscaped or grass areas, handicap parking, reserved parking, within 30 feet of any entrance/exit of any building in any manner that would impede normal flow of pedestrian traffic, or on sidewalks or ramps that would impede or block traffic or handicap accessibility is prohibited.

### 4.2 **Contract Management**

Contract and Project Management for any contracts where UTVs are operated will ensure that each employee who operates an UTV is trained on this Directive, meets the Authorized UTV Operator requirements, and attends the appropriate training as outlined in Section 5.0. Management is also responsible for:

- Obtaining a signed copy of the Utility Vehicle Safety Directive Acknowledgement Form from each employee who operates a UTV. *See* Appendix B.
- Attesting to the employee's knowledge and understanding of this Directive via the Utility Vehicle Safety Directive Acknowledgement Form.
- Developing a method to secure their UTV's keys to ensure that they are not misplaced, misused, or lost (e.g., sign-out log, secured locked box).
- Obtaining a copy of the Authorized User's valid driver's license.
- Maintaining the UTV Pre-ride Safety Inspection Checklists and UTV training records for their contract.

### 4.3 Passengers

All passengers must:

- Be in seats designated for such use. No passengers shall be transported in the bed or on the sides of the UTV except for the transport of an injured person secured on a backboard under the care and direction of a qualified medical provider.
- Keep their head, legs, and arms within the cab always while moving.
- Wear a seatbelt if UTV is equipped with one.
- ONLY THE ALLOTTED NUMBER OF PASSENGERS SHOULD OCCUPY A UTV AT ANY TIME.

## 5.0 Directives

Utility Vehicles (UTVs) are used by Constellis employees in day-to-day operations to transport equipment and people, patrol areas, and respond to situations under their prueve. Constellis understands that the operation of UTVs may result in an injury of the operator, passenger, and/or pedestrians and has taken all necessary precautions to avoid such incidents. This Directive establishes guidelines to follow with regards to the use of UTVs and applies to all Constellis employees authorized to use UTVs/ATVs by their immediate supervisor.

### 5.1 Pre-Ride Safety Inspection Checklist

Prior to each use, the Authorized UTV Operator will be required to conduct a Pre-ride Safety Inspection Checklist. The checklist is provided in Appendix A. Completed checklists will be retained for a period of one year by the contract using the UTV.

### 5.2 Defensive Driving

Due the size of UTVs, operators must drive defensively. This includes:

- Scan Left, Center, Right, Left then repeat
- Stop at all uncontrolled or blind intersections and then proceed with caution.
- Yield the right of way to pedestrians.
- Cross roadways at right angles at intersections.
- Ensure other drivers have seen the UTV prior to progressing. UTV operators must not assume that motor vehicle drivers give "right of way".
- Verify safety prior to all turns. Operators must look over the shoulder in the direction of travel prior to the turn to check for motor vehicles, pedestrians, and bicyclists.

### 5.3 Off Road Operations

When UTVs are operated off roadways, operators must:

- Be aware of pedestrians and bicyclists;
- Avoid slopes if possible. When traveling on slopes, go up and down not sideways;
- Watch for uneven surfaces, drop offs, and overhead clearances obstructions; and
- Use curb cuts as a means of navigating from roadways to sidewalks or sidewalks to sidewalks. Jumping curbs can cause damage to the UTV and compromise vehicle control.

#### **5.4 Driving Safety**

UTVs must be operated in compliance with the manufacturer's instructions and warnings and driven at a safe speed given the operating conditions.

- Excessive speed requires a greater stopping distance and may cause tips over on corners.
- On a roadway, maintain a safe distance behind other vehicles.
- On a bike path, do not exceed the speed of bicyclists.
- Avoid sidewalk operations. If no alternative path exists do not exceed the speed of pedestrians.
- When approaching pedestrians, use extreme caution and give pedestrians the right of way.
- Sidewalks and pedestrian or bicycle pathways and roadways must not be blocked when parking or stopping.
- When leaving a UTV unattended, the vehicle must be taken out of gear, ignition must be turned off and parking brake applied. Remove and secure the vehicle ignition key from unauthorized use.

#### **5.5 Personal Protective Equipment**

Personal protective equipment (PPE) is strongly recommended when operating UTVs. The potential rollover hazards require the use of a Department of Transportation (DOT)-approved helmet unless the cab is fully enclosed. Open operation ATVs or UTVs require:

- DOT approved helmets.
- Boots above the ankle with slip resistant soles
- Gloves – mechanic type or padded knuckles
- Goggles, face shield or wrap-around safety glasses

### **6.0 Training**

Training is required every three years unless an accident warrants additional training. Documentation of training shall be recorded.

Instructor Qualifications.

- If the training will be conducted in a classroom, then the instructor will conduct the course safely, ensuring that are reviewed during this training.
- Before teaching the course, the instructor must complete the ATV Safety Institute's (ASI) Rider Course Instructor Certification or another "train the trainer" course provided by a certifying organization.
- The trainer must provide his/her training certificate prior to conducting the in-person training.
- Content. The training must review the applicable OSHA regulations as well as the manufacturer's safety guidelines and operator's manual.

- The contract using the UTV will be responsible for maintaining the training documents.

## 7.0 Accident Reporting

An accident is defined as any incident involving an UTV that results in bodily injury, property damage, and/or vehicular damage. In the event of an accident, UTV operators must:

- Immediately report the accident to their supervisor.
- Complete an Incident Report Form.
- Document operator and witness statements. Provide pictures, diagrams and dynamic descriptions as appropriate.
- If injured complete the Constellis WORCATS required entries and RiskConnect forms.
- If property is damaged, report the accident to your supervisor and other required notifications per the site contract.

### RELATED DOCUMENTS

- **Pre-Ride Safety Inspection (Attached)**
- **Utility Vehicle Safety Directive Acknowledgement Form**
- **Incident Report Form**

### VERSION HISTORY

|   | <b>Version</b> | <b>Version Date</b> | <b>Author</b> | <b>Description</b> |
|---|----------------|---------------------|---------------|--------------------|
| 1 | 1.0            | 12/1/2021           | Jeff Kady     | Initial Version    |



## UTV PRE-TRIP SAFETY INSPECTION

**CHECKLIST WARNING:** Proper inspection may prevent serious injury or death. Failures of controls and other equipment are likely to cause vehicle accidents, and unreliable equipment can leave riders stranded in remote areas and/or under severe conditions.

Always inspect your UTV before each use to ensure the equipment is in proper operating condition.

### **TIRES & WHEELS:**

- Air pressure is in range stipulated on the tires.
- Tire condition is good, with no significant damage or extreme wear to treads or sidewalls.
- Wheels - Rim bolts/lug nuts and axle nuts are tightened and wheel bearings rotate smoothly.

### **CONTROLS & CABLES:**

- Controls & Throttle – Cables are in their proper location; cables, pedals, & switches work smoothly.
- Brakes are adjusted properly and fluid at required level.
- Recoil Start and shifter are operational.

### **LIGHTS & ELECTRICS:**

- Ignition switch operates properly and reliably.
- Engine stop switch kills engine.
- Lights function at both front and rear.

### **OIL, FUEL, FLUIDS & AIR FILTER:**

- Oil in crankcase is at proper level, with no visible leaks in gaskets or engine casing.
- Fuel tank is full.
- Air filter is clean and not torn or blocked.
- Coolant is full, with no visible leaks.

### **CHAIN/DRIVESHAFT, CHASSIS, SUSPENSION & EXTERNAL EQUIPMENT:**

- Check chain slack for free-play and lubrication.
- Drive shaft - Check for oil leaks and missing nuts and bolts.
- Shake handlebars, footrests, racks, etc. to ensure that nothing is loose.
- Check fasteners for tightness.
- Check cargo racks and frame for cracks and broken welds.
- Winches – Check for proper operation of controls, damaged cables, proper fairlead, and hook integrity.
- Tool boxes, liquid tanks, and other external equipment and loaded items are secured and in good repair.
- Trailer hitches are secured and of proper size and capacity.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Appendix A