

PROCEDURE FOR SAFE USE OF ALL TERRAIN VEHICLE (ATV) AND MOTORBIKES

Section	Health and Safety
Contact	People and Organisational Development
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Approval	AVC Operations, International and University Registrar

Purpose:

This procedure details the steps required for safe use of ATV's and motorbikes at Massey University.

Procedures: Requirements for safe use of ATV's and motor bikes

1. Personal Protective Equipment

1.1. Helmets

- A helmet is required to be worn at all times, when an ATV or motorbike is being ridden on Massey University property or whilst engaged on Massey University business.
- Helmets are also required to be worn by passengers.
- The helmet must be approved to NZ standard 8600 or equivalent.
- Helmets are to be provided by the unit that owns the motorbike or ATV.

1.2. Footwear

- Appropriate footwear should be worn. Jandals (also called: Flip-flops, zoris, Hawaii chappal, thongs, Japanese sandals) or and bare feet are prohibited.

1.3. Visibility

- Persons riding on roads shall wear a high visibility vest or jacket.

2. Age, licensing and competency

- All persons riding have to be over the age of 16 years old.
- The driver must hold a current class 1 (car) or class 6 (motorbike) drivers licence.
- Only Massey University staff or authorised persons are allowed to ride an ATV or motorbike.
- Only level 5 managers or higher (e.g. Farm Managers or team leader) level are able to authorise users.
- The driver of the ATV or motorbike should be assessed as competent in the operation of the vehicle.
- Inexperienced users are to be given training or supervision and assessed prior to independent use of ATV's or motorbike.

3. Speed Limit

- The maximum speed limit for ATV's or motorbikes is 30 km per hour.

4. Passengers

- Passengers are only allowed on the ATV or motorbike, if the following conditions are met.
 - a. The driver must be familiar with the motorbike or ATV and the terrain/surroundings.
 - b. The driver has been assessed as competent to carry passengers and is authorised by the Supervisor, Farm Manager or equivalent.

- c. The driver must avoid steep terrain and require passengers to get off and walk if the terrain poses a significant risk.

5. ATV and motorbike maintenance

- The ATV or motorbike shall undergo regular inspections, including items required for safe operation. (An example is given in the Appendix at the end of this document. Service sheets provided safety items are included also meet this requirement).
- A record of inspections shall be kept by the unit owning the ATV or motorbike.

6. Registration, warrant of fitness

- ATV's must registered and operated with the requirements of NZ Transport agency specifications for exempt farm (EA) use.
- Motorbikes must be registered.
- If the Motorbike or ATV is used on the road, a current Warrant of Fitness is also required.

Definitions:

ATV (All-Terrain Vehicle) means a special purpose vehicle designed for off road use, with three or more wheels, an engine capacity of more than 50 ml and gross weight less than 1000kg. The gross weight includes the load and accessories that may be fitted to the ATV or motorbike.

Driver means the person operating the vehicle.

Audience:

This procedure applies to all University staff, students and visitors who use or authorise the use of ATV's or motorbikes. This procedure has particular relevance to the following situations:

- University farm or horticultural unit operation or visits
- Field or research activity in rural or off road remote locations.

The procedure is consistent with the recommendations of the NZ land transport. As the procedure has demonstrably saved serious injury within the University, any contravention may result in disciplinary action.

Relevant legislation:

Health and Safety in Employment Act 1992
NZ Land transport requirements and recommendations

Related procedures / documents:

[Safe Driving Procedure](#)

Document Management Control:

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Appendix: ATV and Motorbike Maintenance checklist

To be completed either weekly or every 10 hours (whichever occurs the later).

Unit:.....
 Checked by:.....
 Date Checked:.....
 Hours or Km.....
 Bike or ATV: Make:..... Model:..... CC:.....
 Identifier on bike (e.g colour, registration number or asset number).....
 Form sighted by farm manager or supervisor.....

Component	Check	Completed Tick
Tyres	Check condition and pressures	
Oil tanks	Check oil levels	
Brakes	Check operation, adjustment and fluid level (includes auxiliary brake if fitted).	
Throttle	Check for free operation and closing	
Headlight/Taillight/Brakelight	Check operation of all indicator lights and switches.	
Engine stop switch	Check for proper function	
Wheels	Check for tightness of wheel nuts and axle nuts; check that axle nuts are secured	
Air cleaner element	Check for dirt; clean or replace	
Steering	Check for free operation, noting any unusual looseness in any area	
Loose parts	Visually inspect vehicle for any damaged components or loose nuts/bolts or fasteners	
Guards	all manufacturers guards to be in place and firmly attached	
Cleaning	the vehicle shall be cleaned on a regular basis to limit undue corrosion or wear on vehicle parts	