



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

5100  
SAFE

19 FEB 2013

COMMANDING GENERAL'S POLICY LETTER 002-13

From: Commanding General  
To: All Commanders, Marine Corps Installations East-Marine Corps Base, Camp Lejeune General and Special Staff Department Heads, Tenant Commands, and Organizations  
Subj: ALL TERRAIN VEHICLE (ATV) AND LIGHT UTILITY VEHICLE (LUV) TRAINING AND PERSONAL PROTECTIVE EQUIPMENT (PPE)  
Ref: (a) MCO 5100.19F  
Encl: (1) ATV Job Hazard Analysis Worksheet  
(2) LUV Job Hazard Analysis Worksheet  
(3) ATV and LUV Risk Assessment Tool

1. Purpose. To provide additional guidance to reference (a) with regard to the use of PPE and the training required for operating ATVs and LUVs in a garrison and off-road/non-tactical environment.

2. Background. Due to fiscal constraints and the reduction in Garrison Mobile Equipment (GME), there has been an increase in the procurement and use of ATVs and LUVs. ATVs and LUVs handle differently than other vehicles. Collisions and rollovers can occur quickly, even during routine maneuvers such as turning, driving on hills, and over obstacles. Further, ATVs and LUVs are not subject to the same level of safety and crash protection as GME. With this Policy Letter, it is my intent to reduce the potential for accidents and ensure ATVs and LUVs are safe and operated in a professional manner.

3. Information

a. Light Utility Vehicles. For the purpose of this section, LUVs are defined as motorized specialty vehicles designed to perform utility tasks such as cargo and passenger transportation, either on or off-road, have a steering wheel, and are either gas or battery operated. These vehicles may also be known as Side-by-Side Vehicles, Utility Off-Road Vehicles, Multi-Purpose Off-Road Vehicles, Recreational Off-Road Vehicles,

Subj: ALL TERRAIN VEHICLE (ATV) AND LIGHT UTILITY VEHICLE (LUV)  
TRAINING AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Club Cars, Golf Carts, or Low Speed Vehicles. Club Cars or Golf Carts operated by Golf Course patrons are not covered by this Policy Letter. Club Cars or Golf Carts used by employees in the performance of their duties are covered by this Policy Letter.

b. All-Terrain Vehicles. For the purpose of this section, ATVs are defined as motorized off-highway vehicles traveling on four or more low-pressure tires, having a seat to be straddled by the operator, and a handlebar for steering control.

4. Action. Commanders, senior enlisted leaders, and all department heads will ensure this policy is posted and enforced.

a. Training

(1) Before operating an ATV or LUV, operators will, at a minimum, be screened by their supervisor to ensure the operator is at least 18 years of age, and will be given training on local conditions, hazards, regulations, inspection requirements, fueling, and other factors that may affect the operation of the vehicle in their area. The supervisor must document this training in the operator's official training record.

(2) If the LUV is to be operated on the street, the driver, at a minimum, must possess a valid state driver's license. ATVs are prohibited from being operated on a public roadway.

(3) If the ATV or LUV can exceed 25 miles per hour on level ground, then the operator must have received formal resident training, which has been either provided or approved by their installation safety department, Commandant of the Marine Corps Safety Division, or have an endorsement on their OF-346, Government Motor Vehicle Operator's Identification Card.

b. PPE, Seat Belts, and Safety Equipment

(1) If the LUV is equipped with seat belts or harnesses, they will be used at all times by all occupants while the vehicle is in operation. If one of the seat belts or harnesses is unserviceable, no passenger will occupy that seating

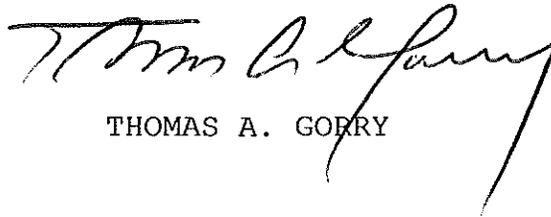
Subj: ALL TERRAIN VEHICLE (ATV) AND LIGHT UTILITY VEHICLE (LUV)  
TRAINING AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

position. If the driver/operator's seat belt or harness is unserviceable, the LUV will be considered deadlined and will not be used until such time the seat belt or harnesses can be properly repaired or replaced.

(2) All manufacturer-installed safety equipment will be maintained in working order and used in compliance with the manufacturer's recommendations.

(3) The appropriate PPE used by the operator and passengers of ATVs and LUVs will be determined through local command guidance and the use of Job Hazard Analysis, an example of which is included as enclosures (1) and (2). Also, an ATV and LUV Risk Assessment Tool is provided as enclosure (3) to assist in assessing the hazards and to help determine the appropriate PPE for planned ATV and LUV operations.

5. Point of contact. Marine Corps Installations East-Marine Corps Base Camp Lejeune Director of Safety at DSN 751-2082 or commercial (910) 451-2082.



THOMAS A. GORRY

Copy to:  
COMMCICOM  
COMMCICOM DOS

ATV JOB HAZARD ANALYSIS WORKSHEET

Organization:	Division:	Section/Shop:
Task: ATV Operation		
Conducted By:	Reviewed By USO:	Approved By:
Date:	Date:	Date:
Sequence of Steps	Potential Accidents or Hazards	Preventative Measures
PRE-OPERATION INSPECTION	Mechanical failure affecting controls & operation.	<ol style="list-style-type: none"> <li>1. Conduct pre-trip inspection prior to use.</li> <li>2. Conduct/prepare ATV inspection checklist monthly.</li> <li>3. Perform maintenance check and service by qualified mechanic annually.</li> </ol>
LOADING/UNLOADING/HAULING OF ATV:	ATV falling on operator or off vehicle/trailer causing potential serious injury or damage to property, employee, and public.	<ol style="list-style-type: none"> <li>1. ATV shall be loaded with approved ramps into back of vehicle, or loaded onto a tilt bed trailer, drive ATV on ramp and use PPE, do not lift.</li> <li>2. Secure ATV to vehicle or trailer by: <ol style="list-style-type: none"> <li>a. Put in gear and set parking brake.</li> <li>b. Use individual (four) approved anchor or ratchet tie-downs on all four corners for each ATV.</li> <li>c. Connect tie-</li> </ol> </li> </ol>

down straps to approved anchor attachments on vehicles or trailers.

d. Periodically check tie-down straps to ensure that they secure and are in good condition.

e. Do not use frayed/worn straps.

3. Use care when loading and unloading to avoid damage to vehicle, ATV, trailer, and operator.

4. Use a hauling vehicle of adequately rated capacity and capability.

5. Tailgates must be closed when hauling ATV in back of pickup.

6. Trailers over 1500 lbs Gross Vehicle Weights (GVW) shall be equipped with brakes.

7. If loading two ATVs, load simultaneously onto tilt bed trailer.

8. Secure pin in tilt bed trailer before leaving front of trailer.

<p>STARTING ATV</p>	<p>Runaways, starting, jerking, launching into another vehicle or person, and underway.</p>	<ol style="list-style-type: none"> <li>1. Make sure ATV throttle is not stuck open and machine is on as level ground as possible.</li> <li>2. Use smooth throttle control to avoid stalls and flipping.</li> <li>3. ATV in neutral.</li> <li>4. Adequate distance from other vehicles/people.</li> </ol>
<p>GENERAL OPERATION</p>	<p>Debris, hit by tree limbs, sunburn, hypothermia, strains.</p>	<ol style="list-style-type: none"> <li>1. Attend safety training before operation.</li> <li>2. Wear all PPE: approved helmet, gloves, eye protection, boots, long sleeve shirt. Allow adequate clearance for you and the machine.</li> <li>3. Dress and be prepared for all weather conditions. Layer clothing, use rain gear as needed, or use sunscreen as needed.</li> <li>4. Avoid riding at speeds that create dangerous windchill.</li> <li>5. Maintain physical fitness and conditioning.</li> </ol>
<p>STOPPING, CORNERING ATV, RIDING OVER OBSTACLES</p>	<p>Being thrown off ATV, roll over, putting feet on ground while ATV is still moving.</p>	<ol style="list-style-type: none"> <li>1. Wear all required PPE.</li> <li>2. Limit speed to conditions.</li> <li>3. Use proper weight shift and riding posture.</li> </ol>

		4. Never put foot down on ground while ATV is moving.
RIDING DISTANCE	Running out of fuel, break downs.	<ol style="list-style-type: none"> <li>1. Know how much fuel you have and approximately how long you can ride with amount of fuel in vehicle.</li> <li>2. Do "pre-ride", "during", and "after operation" inspections.</li> <li>3. For rides over one mile, carry tow rope, matches, first aid kit, food and water, space blanket, communication, and tools.</li> <li>4. Provide for frequent radio checks.</li> <li>5. File a DETAILED travel plan with supervisor.</li> <li>6. Know machine and location of kill switch.</li> <li>7. Do not plan a trip involving travel after dark.</li> </ol>
FOLLOWING DISTANCE	Flying rocks and debris.	<ol style="list-style-type: none"> <li>1. Proper following distance (minimum two second rule) to avoid rocks and debris thrown by machine in front of you.</li> <li>2. Wear PPE.</li> </ol>
FATIGUE	Loss of control, hitting objects, disorientation.	<ol style="list-style-type: none"> <li>1. Take frequent stretch breaks.</li> <li>2. Drink adequate</li> </ol>

		<p>fluids, eat something.</p> <p>3. Return another day to complete the job.</p>
<p>WATER CROSSINGS / WET MUDDY ROADS</p>	<p>Slipping off road, becoming submerged in deep water.</p>	<p>1. Maintain safe speed based on road conditions, and allow for increased stopping distances. Avoid riding on wet, muddy trails.</p> <p>2. Only cross water if no other alternative, and use extreme caution. Water can cause floatation of ATV tires resulting in loss of control.</p> <p>3. Stay off frozen streams and lakes.</p> <p>4. Speeds exceeding eight mph are dangerous for wet or muddy conditions.</p> <p>5. Avoid spinning tires.</p>
<p><b>Engineering Controls:</b></p>		
<p><b>Administrative Controls:</b></p>		
<p><b>Required PPE:</b></p>		

Copy to: Work Center, Unit Safety Officer, and Installation/Station Safety Office

LUV JOB HAZARD ANALYSIS WORKSHEET

Organization:	Division:	Section/Shop:
Task: LUV Operation		
Conducted By:	Reviewed By USO:	Approved By:
Date:	Date:	Date:
Sequence of Steps	Potential Accidents or Hazards	Preventative Measures
PRE-OPERATION INSPECTION	Mechanical failure affecting controls & operation.	<ol style="list-style-type: none"> <li>1. Conduct pre-trip inspection prior to use.               <ol style="list-style-type: none"> <li>a. T= Tires and Wheels</li> <li>b. C= Controls and Cables</li> <li>c. L= Lights and Electrics</li> <li>d. O= Oil and Fuel</li> <li>e. C = Chain/ Driveshaft, Chassis and Suspension</li> </ol> </li> <li>2. Inform other riders of any medical/physical conditions that may affect performance.</li> <li>3. Provide training to familiarize user with the LUV. Conduct proficiency test ride.</li> <li>4. Conduct/prepare LUV inspection checklist monthly.</li> <li>5. Perform maintenance check and service by qualified mechanic annually.</li> </ol>

<p>LOADING / UNLOADING / HAULING:</p>	<p>LUV falling on operator or off trailer causing potential serious injury or damage to property, employee, and public.</p>	<ol style="list-style-type: none"> <li>1. LUV shall be loaded with approved ramps onto a tilt bed trailer, drive LUV on ramp and use PPE, do not lift.</li> <li>2. Secure LUV to trailer by: <ol style="list-style-type: none"> <li>a. Put in gear and set parking brake.</li> <li>b. Use approved anchor or ratchet tie-downs on all four corners for each LUV on a trailer.</li> <li>c. Connect tie-down straps to an approved anchor attachment on vehicles or trailers.</li> <li>d. Periodically check tie-down straps to ensure that they are secure and in good condition.</li> <li>e. Do not use frayed/ worn straps</li> </ol> </li> <li>3. Use care when loading and unloading to avoid damage to vehicle, ATV, trailer, and operator.</li> <li>4. Use a trailer and tow vehicle of adequately rated capacity and capability.</li> <li>5. Trailers over 1500 lbs. GVW shall be equipped with brakes.</li> </ol>
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		<p>6. Secure pin in tilt bed trailer before leaving front of trailer.</p> <p>7. LUVs shall not be transported in pickup trucks.</p>
FUELING LUV	Spills, fire.	<p>1. Allow motor and exhaust to cool before fueling and use funnel, gas can spout, or nozzle.</p> <p>2. Place nozzle against tank to ground nozzle when fueling.</p> <p>3. Have working fire extinguisher (5#ABC or larger) on LUV at all times.</p> <p>4. No smoking within 50 feet of fuel area.</p>
STARTING LUV	Runaways, starting, and underway.	<p>1. Closely follow the LUV owner's manual for start up procedures.</p> <p>2. Start on as flat a surface as possible.</p> <p>3. Make sure LUV throttle is not stuck open and machine is on as level ground as possible.</p>
GENERAL OPERATION	Debris, hit by tree limbs, sunburn, hypothermia, strains, heat exhaustion	<p>1. All employees must be trained and certified to operate a LUV as determined by the Driver Examiner and</p>

		<p>Supervisor.</p> <p>2. Wear all PPE: approved helmet, gloves, eye protection, boots, long sleeve shirt. Allow adequate clearance for you and the machine. American National Safety Institute approved hard hats are required.</p> <p>3. Dress and be prepared for all weather conditions. Layer clothing, use rain gear as needed, or use sunscreen as needed.</p> <p>4. Maintain physical fitness and conditioning.</p> <p>5. Drink plenty of drinking water prior to use and take frequent breaks during hot weather.</p>
<p>ACCELERATING LUV:</p>	<p>Falling from vehicle, running into objects, ejecting cargo.</p>	<p>1. Use proper riding positions, grasp steering wheel firmly with both hands. All passengers must have and use safety belts.</p> <p>2. Use smooth throttle control. Maintain control of vehicle.</p> <p>3. Always keep legs and arms inside the vehicle.</p> <p>4. Maintain a safe and slow speed for the conditions.</p>

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|  |  | <p>5. Never operate the LUV on hills too steep for the LUV or for your abilities. Travel straight uphill to the maximum extent practicable.</p> <p>6. If LUV begins to tip, quickly turn the front wheels down hill, if possible, dismount on the up hill side.</p> <p>7. Know and heed owner's manual slope limitations.</p> <p>8. Ensure load is balanced and correctly distributed for the LUV. Perform load calculations for any cargo.</p> <p>9. All loads must be secured with tie downs, bungee cords, or straps in an even manner. Do not exceed Gross Vehicle Weight Ratings (GVWR) for the vehicle.</p> <p>10. In ATV areas, keep watch for other riders traveling at fast rates of speed.. Always have lights on.</p> <p>11. <b>WARNING!!!!</b> If you have to take a sudden evasive action to avoid a collision while carrying a secured load of gear or</p> |
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		water, you greatly increase your risk for rollover or flipping of the LUV.
STOPPING, CORNERING LUV, RIDING OVER OBSTACLES	Being thrown from LUV, roll over, putting feet or arms outside vehicle.	<ol style="list-style-type: none"> <li>1. Wear all required PPE.</li> <li>2. Wear seat belts at all times.</li> <li>3. Limit speed to conditions.</li> <li>3. Loads shall not exceed GVWR of the LUV.</li> <li>4. Keeps arms and legs inside vehicle at all times.</li> </ol>
RIDING DISTANCE	Running out of fuel, break downs.	<ol style="list-style-type: none"> <li>1. Know how much fuel you have and approximately how long you can ride with amount of fuel in vehicle.</li> <li>2. Do "pre-ride", "during", and "after operation" inspections.</li> <li>3. For rides over one mile, carry tow rope, matches, first aid kit, food and water, space blanket, tools, and communication.</li> <li>4. Provide for frequent radio checks.</li> <li>5. File a DETAILED travel plan with supervisor.</li> <li>6. Know machine and location of kill switch.</li> <li>7. Do not plan a trip involving</li> </ol>

		travel after dark.
FOLLOWING DISTANCE	Flying rocks and debris.	<ol style="list-style-type: none"> <li>1. Use the SIPDE process to recognize factors affecting risk <ol style="list-style-type: none"> <li>a. S= Scan/Search</li> <li>b. I= Identify Hazards</li> <li>c. P= Predict what may happen</li> <li>d. D= Decide what to do</li> <li>e. E= Execute your decision</li> </ol> </li> <li>2. Proper following distance (minimum two second rule) to avoid rocks, debris and dust thrown by machine in front of you.</li> <li>3. Wear appropriate PPE.</li> </ol>
FATIGUE	Loss of control, hitting objects, disorientation.	<ol style="list-style-type: none"> <li>1. Take frequent stretch breaks.</li> <li>2. Drink adequate fluids, eat something.</li> <li>3. Return another day to complete the job.</li> </ol>
TOWING LUV	Damage to machine, injury to operator.	<ol style="list-style-type: none"> <li>1. LUV must be in neutral to prevent burning up transmission and belt.</li> <li>2. Drive at slower speeds.</li> <li>3. Wear all PPE.</li> </ol>

<p>WATER CROSSINGS / WET MUDDY ROADS</p>	<p>Slipping off road, becoming submerged in deep water.</p>	<ol style="list-style-type: none"> <li>1. Maintain safe speed based on road conditions, and allow for increased stopping distances. Avoid riding on wet, muddy trails.</li> <li>2. Only cross water if no other alternative, and use extreme caution. Water can cause floatation of LUV tires resulting in loss of control.</li> <li>3. Stay off frozen streams and lakes.</li> <li>4. Speeds exceeding eight mph are dangerous for wet or muddy conditions.</li> <li>5. Avoid spinning tires.</li> </ol>
<p>OPERATION IN ROUGH TERRAIN, STEEP SLOPES, ETC</p>	<p>Personal injury or death, damage to LUV</p>	<ol style="list-style-type: none"> <li>1. Slow down when in rough terrain.</li> <li>2. Avoid traversing side slopes that are steep, slippery, rocky, or very bumpy.</li> <li>3. Go straight up or down a slope.</li> <li>4. Always keep feet inside the vehicle. Maintain proper balance and do not overload the vehicle. Allowable cargo weight should be reduced</li> </ol>

		<p>appropriately when traveling in rough or steep terrain.</p> <p>5. Stay on designated trails where possible.</p> <p>6. If in unfamiliar rough terrain, dismount LUV and scout travel route on foot.</p>
Engineering Controls:		
Administrative Controls:		
Required PPE:		

Copy to: Work Center, Unit Safety Officer, and Installation/Station Safety Office

**ATV AND LUV RISK ASSESSMENT TOOL**

1. Speed Of Operation	1	Under 10mph			
	4	11-20 mph			
	9	Over 20 mph			
2. Maximum Slope In Any Direction	1	Slight (<25% of Mfgr's max)			
	20	Moderate (.26% & <75% of Mfgr's max)			
	40	Steep (>75% of Mfgr's max)			
3. Surface Type	1	Prepared Dirt/Gravel Road			
	4	Sand			
	9	Soil			
	16	Rock			
4. Surface Condition	1	Firm			
	4	Soft or loose			
	9	Slippery or Icy			
5. Surface Configuration	1	Ruts/Bumps/Irregularities (less than 6 in)			
	9	Ruts/Bumps/Irregularities (6 to 12 in)			
	25	Ruts/Bumps/Irregularities (> 12 in)			
6. Load Weight	0	No Load			
	1	Up to 25% of Mfgr's Rec'd Max			
	4	26% to 50% of Mfgr's Rec'd Max			
	9	51% to 75% of Mfgr's Rec'd Max			
	16	76% to 100% of Mfgr's Rec'd Max			
7. Load Type/Passengers	0	No Load/Passengers			
	1	Attached to Vehicle/ 1 passenger			
	4	Strapped to Vehicle/> 1 passenger			
	9	Odd or irregular weight distribution, Liquids			
8. Accessibility Of Emergency Response	1	Very Accessible			
	4	Generally Accessible			
	9	Generally Inaccessible			
9. Time Operating Vehicle By Same Rider In Single Workday	1	Under 1 Hour			
	4	1 Hour to 4 Hours			
	9	4 Hours to 8 Hours			
	16	Over 8 Hours			
10. Distraction Potential Of Other Task While Operating Vehicle	0	No Distraction			
	1	Slight Distraction			
	4	Moderate Distraction			
	9	Significant Distraction			
Total Of Circled Values		<table border="1"> <tbody> <tr> <td align="center"><b>Up To 49 Low Hazard</b></td> <td align="center"><b>50 To 69 Moderate Hazard</b></td> <td align="center"><b>70 &amp; Above High Hazard</b></td> </tr> </tbody> </table>	<b>Up To 49 Low Hazard</b>	<b>50 To 69 Moderate Hazard</b>	<b>70 &amp; Above High Hazard</b>
<b>Up To 49 Low Hazard</b>	<b>50 To 69 Moderate Hazard</b>	<b>70 &amp; Above High Hazard</b>			

## ATV AND LUV RISK ASSESSMENT TOOL

To compute the total level of risk for the ten elements, circle the number beside each element in the table that best describes the operation according to the guidance given below. Add the circled numbers to come up with a total risk score. Use the numeric scale to choose the safest vehicle, appropriate PPE, and to help identify and implement risk mitigation factors.

1. **SPEED OF OPERATION.** The intended maximum speed of operation for the ATV/LUV with the job or activity.
2. **MAXIMUM TERRAIN SLOPE.** The maximum slope that is known and/or expected to be encountered during the job activity. If the manufacturer does not specify a maximum slope, the following guidance will be used: Slight (<11% slope), Moderate (11%-34%), Steep (>34%). Note: An ATV/LUV may not be operated on an slope that is greater than the maximum slope recommended by the manufacturer.
3. **SURFACE TYPE.** The type of surface upon which the ATV/LUV will primarily operate during the job activity. Occasional surface condition differences are known to occur and may be encountered, but the majority of the operation will be completed on the surface condition identified.
4. **SURFACE CONDITIONS.** The condition of the surface up which the ATV/LUV will primarily operate during the job or activity. Occasional surface condition differences are known to occur and may be encountered, but the majority of the operation will be completed on the surface condition identified.
5. **SURFACE CONFIGURATION.** The primary surface configuration known and/or expected to be encountered during the job or activity. Occasional surface configuration differences are known to occur and may be encountered, but the majority of the operation will be completed on the surface configuration identified.
6. **LOAD WEIGHT/PASSENGERS.** The greatest load weight (as a percentage of the manufacturer's recommended maximum weight) to be carried at any location on the vehicle, i.e. the front rack, rear rack, either axle or both. NOTE: An ATV/LUV may not be loaded or carry more passengers than the manufacturer's recommendation. Each passenger must have a manufacture installed seat or seating position.
7. **LOAD TYPE.** The type of load to be carried at anytime during the job activity.
8. **ACCESSIBILITY OF EMERGENCY RESPONSE.** The accessibility of the job activity area for emergency response at the point most remote from expected responding emergency medical responders.
9. **TIME OPERATING LIMIT.** The amount of time the same rider will be operating the vehicle in a single workday.
10. **DISTRACTION POTENTIAL OF OTHER TASK WHILE DRIVING.** The most accurate description of how distracting a task will be if performed simultaneously while operating the vehicle, i.e., towing, watching swimmers, avoiding obstacles or pedestrians.