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Subject: MSMEC Policy - Operation and Maintenance of Company Owned All-Terrain Vehicles  
(ATVs/UTVs) Policy No.: 231  
Original Issue: 5/23/2024 Last Revised: Last Approved: Page 1 of 2

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**Subject: Operation and Maintenance of Company Owned ATVs/UTVs**

- I. Objective: To set standard operating and maintenance procedures for MSMEC personnel to adhere to when purchasing, operating, and maintaining All-Terrain Vehicles in the performance of their duties.
  
- II. Policy
  - 1. MSMEC when purchasing an All-Terrain Vehicle shall take all steps necessary to register the unit with the New Mexico Motor Vehicle Department to obtain the annual operating permits required.
    - A. MSMEC should consider purchasing 2 year permits. The unit is to be registered for on and off-road utilization.
    - B. The All-Terrain Vehicle shall be added to the company's insurance policy for proper coverage of unit and employee operating the unit.
    - C. The unit shall be properly marked as MSMEC property for inventory and public awareness purposes.
    - D. The unit shall only be used to conduct MSMEC business and or maintenance.
  
  - 2. Employee Training.
    - A. Employee assigned to operate the unit should be trained on operation of the Unit.
    - B. The employee shall report in writing the training obtained, date training was provided and the time of day when training occurred.
    - C. The training report shall be filed in the employee's personnel file.
    - D. It shall be the employee's supervisor who shall provide the training.
  
  - 3. Operation and Maintenance. In accordance with recommendations of OSHA's Safety and Health Bulletin, the following rules shall apply when MSMEC employees operate a unit on company time.
    - A. Only MSMEC employees shall be authorized to operate a company owned ATV/UTV.
    - B. Operators/Employees shall read the owner's manual before use and become familiar with the operating functions and handling characteristics.
    - C. Operators/Employees shall review and follow all manufacturers' warnings including cargo weight limits.

- D. A daily pre-ride inspection shall be performed by checking the following:
    - 1. Throttle, breaks, steering, and other controls are working.
    - 2. Headlights and tail lights.
    - 3. Fluid levels are topped off.
    - 4. Tools or equipment to be loaded and transported are to be anchored or tied down.
  - E. Operations Manager and Operations Superintendent shall monitor use and have maintenance performed as per manufacturer's recommended standards.
  - 2. Operator of an ATV shall not allow any passengers.
  - 3. Operator and passenger of UTV shall wear seatbelts at all times while in use.
  - 4. No modifications shall be made unless approved by the manufacturer or MSMEC General Manager.
  - 5. ATVs/UTVs are designed for on and off-road use. Unit is to be operated in compliance with license granted.
  - 6. Operators shall wear a hardhat or DOT approved helmet while operating
  - 7. Horseplay or reckless driving is strictly prohibited.
- III. Enforcement of Policy: It shall be the responsibility of the Operations Manager and/or Superintendent to ensure operators/employees adhere to this policy.

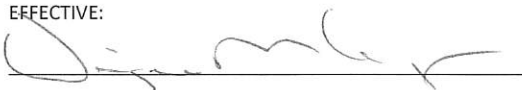
Board Policy No. 231

Operation and Maintenance of Company Owned

All-Terrain Vehicles (ATVs/UTVs).

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EFFECTIVE:

 Secretary

Date 5/23/2024