

## Operation of Off-Highway Vehicles (OHV)

### 706.1 PURPOSE AND SCOPE

The purpose of this policy is to define the standards of operation for all OHVs and the maintenance and care of these vehicles. OHVs are classified as vehicles not licensed for use on public highways to include all-terrain vehicles (ATV) and utility vehicles (UV).

### 706.2 POLICY

It is the policy of the University of Maryland, Baltimore Police Department that department owned or controlled Off-Highway Vehicles (OHVs) will be operated in accordance with state and local laws and shall always be operated in a safe and lawful manner as dictated by the circumstances.

### 706.3 PROCEDURE

- (a) It is the responsibility of all employees to always operate any department vehicle in a safe and lawful manner.
- (b) A valid Maryland Driver's License shall be required of all personnel operating OHVs.
- (c) OHV operators will have successfully completed all the state required safety course(s) and obtained any state issued operator permits prior to the operation of department OHVs.
- (d) OHV operators will have successfully completed the UMBD safety operations course. The FTO administrator, or his/her designee, will be responsible for the development and delivery of the OHV safety operations course.
- (e) OHV operators will properly use all authorized safety equipment while utilizing the OHVs.
  - 1. ATV Safety Equipment: Helmet, protective eyewear and gloves.
  - 2. UV Safety Equipment: Safety belt.
  - 3. ATV and UV Safety Equipment: Headlights will be used at all times and emergency lights and sirens when appropriate.
- (f) Employees will wear a department uniform while operating an OHV.
- (g) Employees shall not operate department OHVs unless they are authorized to do so.
- (h) Employees shall not allow unauthorized persons to operate and/or ride on department OHVs.
- (i) Employees will adhere to safe driving techniques and obey all traffic laws when operating an OHV.
- (j) Ignition keys shall be removed from all OHVs when the employee leaves the immediate vicinity of the vehicle.
- (k) The posting of unauthorized signs, decals, insignias, stickers, or any other items to OHVs is prohibited.

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- (l) Employees utilizing the OHVs shall be responsible for the care and maintenance of the vehicle while they are using it and for the condition of the vehicle at the termination of its use. All OHVs will be fueled at the end of use or at any time the supply is one-quarter of capacity or less. At every refueling the engine oil level will be checked and necessary additions made.
- (m) OHVs will be kept clean at all times. The storage compartments of every vehicle shall be kept clear of unnecessary or foreign items.
- (n) OHV operators will inspect their assigned unit prior to use. The operator shall note any of the following conditions:
  - 1. Vehicle damage observed.
  - 2. Missing equipment.
  - 3. Unsafe equipment (such as worn tires).
  - 4. Malfunctioning equipment.
  - 5. Poor running performance (this may become evident after driving the vehicle).
- (o) Any damage or missing equipment shall be noted on the inspection sheet and the employee's supervisor shall be immediately notified. It is the responsibility of the Executive Coordinator to ensure the appropriate internal advisements are made.
- (p) All OHV repair requests will be forwarded to the designated internal contact. This individual shall be responsible to assure that repair requests are handled in a timely manner. This person will schedule needed maintenance and service.
- (q) OHV operators may be held accountable for conditions and/or damages that he/she failed to report while he/she was in control of the OHV.
- (r) OHV operators will drive the OHV in a safe and lawful manner during emergency responses, not exceeding the capabilities of the vehicle or his/her driving skills.
- (s) Traffic stops will not be made using OHVs. OHVs will not be involved in pursuits.
- (t) Transport of subjects in custody is prohibited, unless authorized by a department supervisor.