

2017 NATIONAL JAMBOREE



***UTILITY VEHICLE RULES
FOR
OPERATION AND TRAINING REQUIREMENTS***



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INTRODUCTION

One of the design and program goals at The National Scout Jamboree is the separation of vehicle and pedestrian traffic to the maximum extent possible. However, it is impossible to totally eliminate the need for vehicles at the Jamboree. With that in mind, by utilizing the road design infrastructure and scheduling vehicle movement so as to avoid vehicle-pedestrian conflict, the Jamboree experience will be enhanced for everyone.

The 2017 National Jamboree will utilize a large number of utility vehicles. While those vehicles offer flexibility, fuel economy and smaller size, operation is significantly different from that of on-road vehicles.

IMPROPER OPERATION OF UTILITY VEHICLES MAY RESULT IN SERIOUS INJURY OR DEATH DUE TO ROLLOVERS, OCCUPANT EJECTION AND OTHER OPERATOR-CAUSED SITUATIONS.

An understanding of the proper operation of utility vehicles is essential to safe operation. This manual establishes the requirements for utility vehicle operation during the jamboree staff and parameters whereby utility vehicles are to be operated.

THE OPERATION OF ANY ATV OR UTILITY VEHICLE IN VIOLATION OF ANY OF JAMBOREE REQUIREMENTS OF SAFE PRACTICES WILL RESULT IN THE IMMEDIATE REVOCATION OF THE OPERATOR'S ABILITY TO OPERATE ANY VEHICLE FOR THE REMAINDER OF THE JAMBOREE.

YOUR SAFETY BEGINS WITH YOU!!!

DEFINITIONS

"All-terrain vehicle" or "ATV" means any motor vehicle designed for trail use and designed to travel on three or four low-pressure tires, having a seat designed to be straddled by the operator and handlebars for steering control and used by a single operator. ATVs are for very specialized use, required specific training certification and will normally be issued only to a designated select group of qualified drivers for use in more remote program areas.



All-Terrain Vehicles (ATV)

Utility Vehicles or UTVs (“Utility Task Vehicle” or sometimes referred to as ROV – Recreational Off-Highway Vehicle) typically are classified in two categories – those with and those without rollover protection. Both classifications are for use on unimproved roads, typical of those found at the Jamboree. These vehicles have four or more low-pressure tires designed for off-road use having bench or bucket seating for each occupant and a steering wheel for control. Typical safety equipment includes a seat belt for each occupant, which must be worn while the vehicle is moving. Vehicles without rollover protection require the use of additional safety equipment such as a helmet and body protection. Except as otherwise specifically authorized in this document, non-rollover protected utility vehicles will not be used in the Jamboree Motor Pool and may never be used off the unimproved roads of SBR.



Typical Utility Vehicles

Jamboree Area – all areas open to Jamboree participants, including Adventure Areas and Garden Ground Mountain

Scott Summit Center – the area open to visitors

Trails – graveled and dirt pathways on SBR marked on maps for pedestrian use

Roads – gravel and dirt roads intended for vehicle use at SBR, including:

- Jack Furst Drive
- Loop Road
- Upper Ridge Road
- Base Camp and subcamp service roads
- Graveled pedestrian walkways in Scott Summit Center

Off-Road – area where there are no or only primitive trails which must be accessed due to an emergency situation.

RULES FOR UTILITY VEHICLE OPERATION

THE OPERATION OF ANY ATV OR UTV OF ANY KIND ON BSA PROPERTY BY ANY PERSON UNDER AGE 18 IS STRICTLY PROHIBITED

THE OPERATION OF ANY ATV OR UTV WITHOUT POSSESSION OF EVIDENCE OF COMPLETION OF THE REQUIRED SAFETY PROGRAM FOR THAT VEHICLE IS STRICTLY PROHIBITED

- Emergency vehicles operating during an emergency must yield to pedestrians and use an audible warning. Pedestrians retain the right of way and it is the duty of the vehicle driver to safely travel through pedestrian areas
- Only emergency and authorized vehicles are allowed to drive in Scott Summit Center
- Pedestrians retain the right of way and it is the duty of the vehicle driver to safely travel through pedestrian areas
- The speed limit for all vehicles operating in Scott Summit Center is 5 MPH
- The speed limit for utility vehicles outside of Scott Summit Center is 15 MPH
- Utility vehicles are prohibited from traveling off established trails or roads except in response to an emergency by emergency medical or fire safety personnel who have attended an off-road ATV training course
- Vehicles needing to operate in the Jamboree Area should schedule such operations during periods when pedestrian traffic is at a minimum
- Personal vehicles are not authorized on SBR property without a Jamboree permit from July 1 through August 15
- Jamboree vehicles are not intended to be used as a means for staff to travel to and from program or other Jamboree areas to perform routine job related tasks or functions. They are intended for use only as a means to expedite task completion when non-routine circumstances dictate the need for a vehicle for transportation of persons or equipment
- Utility vehicles may be operated to and from destinations and for the purposes established when checked out of the Motor Pool or designated station
- Utility vehicles are not “personal” – Jamboree utility vehicles are to be checked out of and back into the Motor Pool or designated station for each use as approved by the designated authority for a specific purpose.
- Utility vehicles are to be parked in designated areas or in such a manner as to not obstruct travel ways when not in use
- Required Safety Equipment – the following safety equipment is required for operators and passengers of utility vehicles at SBR.
 - ATV – helmet, boots providing ankle protection, eye protection, long sleeve shirt and full length pants and gloves
 - Utility Vehicle – eye protection (if no windshield) and shoes or sneakers

ATV's are authorized for use on any drivable surface. Utility vehicles are authorized for use only on established unimproved roads. THE OPERATOR IS RESPONSIBLE TO ENSURE THE UTILITY VEHICLE THEY ARE OPERATING IS ONLY USED FOR THEIR APPROVED PURPOSE AND THAT THE APPROPRIATE SAFETY GEAR IS BEING USED AS SPECIFIED ABOVE.

TRAINING REQUIREMENTS

All individuals who have a requirement to operate a utility vehicle during the Jamboree must have completed the All-Terrain Vehicle or Utility Vehicle Safety Program outlined below. A completed and signed certificate to that effect will be required before they will be allowed to check out an ATV or utility vehicle of any kind. This certificate must be recorded in the Credentials Database of the Motor Pool and evidence of training certification must be carried by the operator whenever they are operating a utility vehicle, regardless of type. The operator must also satisfactorily demonstrate knowledge of how to operate the vehicle to the Motor Pool Staff prior to the first operation and have the Motor Pool's endorsement shown on the certificate (See *2017 NATIONAL JAMBOREE UTILITY VEHICLE TRAINING ACKNOWLEDGEMENT AND ENDORSEMENT* page at the end of this document).

In addition, individuals operating either an ATV or UTV must complete the following requirements to qualify to operate those vehicles.

ATVs – Before operating an ATV at SBR, the ATV safety course available at <https://cbt.svia.org/moodle/login/index.php> must be successfully completed *OR* you can provide proof of having completed an AVI approved ATV training program prior to attending the jamboree as a substitute for the completion of the on-line course. **A certificate of completion of the course must be carried at all times while operating the vehicle.**

UTV – Before operating a UTV at SBR, an UTV safety course available at:

<http://cbt.rohva.org/login/index.php> or ATV safety course available at <https://cbt.svia.org/moodle/login/index.php> must be successfully completed *OR* you can provide proof of having completed an AVI approved ATV training program prior to attending the Jamboree as a substitute for the completion of the on-line course. **Evidence of completion of the course must be carried at all times while operating the vehicle.**

2017 NATIONAL JAMBOREE UTILITY VEHICLE SAFETY TRAINING PROGRAM

All Jamboree staff members must complete this safety training program prior to operating any utility vehicle during the Jamboree. Upon completion of this program, staff members must complete and sign the acknowledgement form indicating that they completed the training. The form must be presented whenever a utility vehicle is checked out from the Motor Pool and must be in the operator's possession whenever operating a utility vehicle. Additionally, prior to operating a utility vehicle for the first time, the operator must satisfactorily demonstrate an understanding of proper vehicle operation and have the certificate endorsed by the Motor Pool.

No Jamboree staff member may operate a utility vehicle unless they have successfully completed this training and hold an endorsed Training Acknowledgement in their possession.

WARNING: NO ONE UNDER 18 YEARS OF AGE MAY OPERATE A JAMBOREE UTILITY VEHICLE AT ANY TIME.

SMOKING - Smoking is only permitted in designated smoking areas at the Jamboree. Utility vehicles are NOT designated smoking areas. Smoking is not permitted in any vehicle used at the Jamboree.

KEYS - Keys are never to be left in an unattended utility vehicle. Keys must be turned in to the motor pool when the vehicle is returned.

Operator's Manual

The Operator's Manual for Jamboree utility vehicle is to be carried on the vehicle or available at the Motor Pool. The information contained in this safety training session was taken from the manufacturers operating manual and was specifically designed to meet the needs of the Jamboree. The training program specifically complies with manufacturer specifications for inspection, maintenance and operation.

Operator Training and Requirements

- Safety decals and labels are placed on the utility vehicle to draw attention to potential hazards. These decals and labels are required and shall not be removed.

NOTICE: UTILITY VEHICLES MUST BE EQUIPPED WITH A LABEL OR TAG INDICATING IT IS TO BE USED ONLY ON APPROVED JAMBOREE ROADWAYS

- Should a warning decal or label become damaged, removed or otherwise rendered unreadable, it should be reported to the Motor Pool and replaced.
- Utility vehicles are not designed to be used for "off-roading". They are not all-terrain recreation vehicles.
- Utility vehicles are not intended for public road or highway use and may be a hazard to the faster moving traffic. Utility vehicles will NOT be operated off SBR property under any circumstances.
- Operators and passengers must be seated in designated seats, one occupant per seat. Under no circumstances are passengers to be allowed to ride in a cargo area or hang on the

outside of the vehicle. All riders must be seated in the center of the seat with both feet inside the vehicle with a safety belt attached.

NOTICE: UTILITY VEHICLES MAY ONLY BE OPERATED ON DESIGNATED ROADWAYS

Utility vehicles may have safety decals and labels that warn of the appropriate hazards and risks. Safety alerts range in hazards from a lower risk “Notice” to a much more significant “Danger”.

SAFETY AND WARNING LABELS

DANGER Hazardous situations with high probability of death or severe injury

WARNING Hazardous situations which have some probability of death or severe injury

CAUTION Hazardous situations which may result in minor or moderate injury

NOTICE Indicating a possibility of a policy relating (in) directly to personnel safety or protection of property.

SAMPLE DECALS AND LABELS SPECIFIC TO UTILITY VEHICLE

DANGER LABELS



WARNING LABELS

RIDERS CAN FALL AND BE KILLED.

- Maximum of one person per seat
- Riders are not permitted in the cargo area
- Remain seated at all times when the vehicle is moving
- Use seat belts if equipped



NO DRIVERS UNDER THE AGE OF 18 ARE PERMITTED AT ANY TIME!

ROLLOVER OR FALLING OFF MAY CAUSE DEATH.

- Read operator's manual
- Drive very slowly while turning.
- Always use brakes when going down a slope to prevent the vehicle from taking off (freewheeling) down a hill.
- No loads heavier than the vehicle is rated for.
- Spread load evenly.
- Tie loads down.
- Reduce speed and load on rough or hilly ground.



FUEL FUMES CAN CAUSE ILLNESS, SERIOUS INJURY OR DEATH.

When filling the fuel tank, doors and front windshield should be in the full open position.

- Cell Phones and Portable Radios shall be turned off while tank is being filled.
- Engine should be allowed to cool prior to filling the Fuel Tank.
- Prevent Fire and Explosion cause by Static Electricity.
- Use only non-metal portable fuel containers, approved by either Factory Mutual (FM) or Underwritten Laboratory (UL)
- Never place filled portable containers in the vehicle or cargo area. Place container on ground and maintain contact between nozzle and container.
- Do not fill tank in an enclosed area.
- Clean up any fuel spillage with hot water and soap.
- Do not operate or occupy vehicle if any fumes are present.
- Do not cover or obstruct any vent slots at floor area.
- Close fuel cap tightly.



GENERAL VEHICLE OPERATION

Before Leaving Vehicle Always

- Stop the engine.
- Set the parking brake.
- Remove the key.

Prevent injury when unloading or dumping loads.

- Always set the brake before unloading or dumping.
- Never dump while moving.
- Operate dump on level ground only.
- Do not place hands behind seat when lowering the cargo box.
- Refer to Operator's Manual for correct load distribution.

DAILY CHECKLIST

Before operation of a utility vehicle, the operator shall inspect the vehicle for:

- fuel and oil leaks
- warning decals and labels in good condition
- lighting abnormalities or failures
- horns and other warning signals
- properly inflated tires
- guards and shields for personnel safety
- broken or missing parts
- check for proper security of loads

STARTING

- Operators must be sitting in appropriate seat.
- Vehicle brake should be engaged.
- Start vehicle in neutral with choke engaged (during cold weather).
- If engine does not start within 5 seconds, turn the key off and wait 10 seconds before next attempt.
- Never attempt starting the engine more than 3 times within a 5 minute period. The starter must have time to cool to prevent damage.

DRIVING

During the operation, the driver must:

- Know the location of all controls, both inside and outside the vehicle.
- Stay on established roads and walkways.
- Never operate the vehicle with the cargo box raised.
- Check brake action before, during and after use, and report any abnormalities to the Motor Pool.
- Never leave the vehicle running when unattended.
- Avoid sudden starts, stops and turns.
- Use directional signals to indicate the intended path of travel
- Turn the vehicle only on level ground.
- Do not wear headphones designed to play music or other distracting noises. However, earplugs or muffs may be used to lower decibel levels which are generated by the utility vehicle during normal operation.
- Only use the vehicle when adequate lighting is present.
- Never permit horseplay or any other activity which could place passengers, pedestrians, cargo or the vehicle at risk.

- Always keep front wheels straight at the crest of a hill or when going over bumps or depressions.
- Use headlights if equipped.
- Do not operate a UTV without lights after sunset.

BRAKING

- The parking brake system shall be engaged whenever the vehicle is unoccupied.
- Brakes shall be tested before and during operation for reasons of safety.
- Braking shall be used when descending steep slopes to prevent freewheeling.

PARKING

The vehicle must:

- Be stopped and parked on a level surface.
- Be locked as indicated on the center console.
- Be turned off and the key removed to prevent unauthorized use.



ROUGH TERRAIN

When using any type of utility vehicle on rough terrain the following precautions shall be used:

- Use only existing trails. Avoid swales, dangerous slopes or depressions, bumps, holes, ruts and other obstacles.
- Keep wheels straight at the crest of a hill or over bumps.
- Reduce speed to lower the risk of rollover.
- Brake frequently when descending slopes. Do not allow the vehicle to "freewheel".
- If vehicle stops or loses power, lock brake to hold vehicle in place.
- Utility vehicles are not to be operated on unimproved trails or primitive areas
- Never attempt to drive cross sloped terrain – always drive straight-up and straight-down hills!

WATER HAZARD

When a water hazard is encountered, the operator shall:

- Never cross the hazard if not fully aware of the actual depth.
- Never attempt to cross water if the level is 6" or greater in depth.
- Proceed slowly and carefully if the water level is less than 6".

MAINTENANCE

Maintenance is to be performed only by authorized persons. Mechanics should understand the appropriate service procedures indicated in the manufacturer specifications.

- Never adjust, lubricate or service the vehicle when the machine is moving.
- All safety devices must be in place and properly working.
- Under no circumstances shall a safety device be altered or defeated.
- Modifications not specified by the manufacturer could cause serious injury or death.
- Keep hands, feet, clothing, jewelry and long hair away from any moving, unguarded parts, to prevent entanglement or serious injury.
- The engine must be kept clean, free of leaves, grass, weeds and/or excessive oil or grease, to prevent fire.
- Before service, the authorized repair person should disengage all power and stop the engine, which shall include:
 - Locking the brake and removing key.
 - Allowing machine to cool before service.
 - Disconnecting battery (negative) cable before making electrical adjustments or welding.
- All parts shall be maintained in good condition and properly installed.
- Modifications to the vehicle are prohibited, unless specifically permitted by the manufacturer, in writing.
 - Alterations such as the installation of additional seating or equipment could result in loss of warranty and cause serious injury or death.
 - Modifications could cause the vehicle to become unstable and increase the possibility of rollover.
- Tires shall not be mounted without the proper equipment. Tires should be checked and maintained for adequate pressure.
 - Do not over inflate the tires above recommended pressure.
 - When inflating tires, the person should use a clip-on chuck and extension hose.
- Check all tire wheel bolts to insure that they remain tight.

LOADING

- The cargo bed or box of the utility vehicle must be:
 - evenly distributed.
 - securely anchored to prevent shifting or loss of load.
 - loaded in a lesser quantity if traveling on uneven or hilly terrain.
- Never drive a utility vehicle with the tailgate hanging down and unsupported. Lugs on tires may contact the tailgate causing potential structural damage to the vehicle.
- Material and equipment must be flagged (orange or red) if it exceeds the length of the bed by 3'.
- Never carry more weight than the maximum indicated on the vehicle maximum weight label.

LOAD DISCHARGE

- Before dumping load, be sure the vehicle is on level ground and a stable surface.
- Set brake before raising cargo box.
- A cargo box can be very heavy. Cargo boxes that equipped with power lifts were not meant to be raised by hand. Back injury may result.
- The center of gravity changes as a loaded cargo box is raised.
- Do not allow rear wheels to hang over the edge of a loading dock or trench.

HAZARDOUS CHEMICALS AND WASTE

- Hazardous materials should not be transported in or on a utility vehicle without appropriate safeguards, including appropriate containers and adequate load security.

2017 NATIONAL JAMBOREE UTILITY VEHICLE TRAINING ACKNOWLEDGEMENT AND ENDORSEMENT

Name: _____

BSA ID NO _____

DOB: _____ UNIT Number: _____

Staff Position: _____

The undersigned hereby certifies that: (1) I have read all of the Utility Vehicle Rules for Operation and Training Requirements for the 2017 National Jamboree; (2) I understand the prohibitions and limitations pertaining to operation of Jamboree utility vehicles; and (3) that I will at all times act in accordance with the training, rules and prohibitions while operating a utility vehicle at the Jamboree.

Signature: _____ Date: _____

ENDORSEMENT

The undersigned hereby confirms that the person named above has satisfactorily demonstrated the knowledge required to safely operate:

☐ ATV

☐ Utility Vehicle (UTV)

Signature (Motor Pool) _____ Date: _____