

# ATVANS' SAFETY PROGRAM POLICY

ATVANS is committed to promote and support ATV safety training and education for all Nova Scotians, especially the youth.

## ADMINISTRATIVE POLICY:

- 1 The Safety Program Policy will be reviewed from time-to-time as required.
- 2 ATVANS will appoint a Safety Coordinator who will act as the interface between ATVANS and approved ATV Safety Instructors.
  - a. The Safety Coordinator will report to and take direction from ATVANS' Executive Director.
  - b. An unpaid volunteer will fill the Safety Coordinator position.
  - c. The Safety Coordinator's duties and responsibilities shall be in accordance with the Safety Coordinator [Job Description](#). He/she will be guided by it and by the terms of this document.
- 3 ATVANS shall administer an ATV safety program, through its Safety Coordinator, that contracts certified ATV Safety Instructors to deliver approved ATV RiderCourses to Nova Scotians
  - a. The Department of Natural Resources' Minister must approve all ATV Safety Instructors.
  - b. ATV RiderCourses shall be delivered in accordance with the instructions and curriculum of a safety training agency that is approved by the Department of Natural Resources' Minister
- 4 ATVANS will keep an inventory of appropriately sized ATVs to support the training and education of Nova Scotia's youth.
- 5 ATVANS will keep an inventory of enclosed trailers to accommodate storing and transporting the ATVs
- 6 ATVANS owned ATVs and trailers are collectively referred to as the "training equipment" throughout this document.
- 7 Approved ATV Safety Instructors will be offered the use of ATVANS owned "training equipment" through a leasing agreement (see Financial Policy)
- 8 ATVANS will maintain a website that contains a section dedicated to Safety Training information. The website will have:
  - a. A current listing of all ATVANS approved ATV safety instructors. The listing shall identify the training area and contact information for each instructor
  - b. A dedicated Safety Training Calendar with provision for ATVANS approved ATV Safety Instructors to post the dates of their scheduled ATV RiderCourses.
  - c. Provision to redirect visitors to the appropriate ATV safety instructor's contact information/website, when a posting has been selected from the calendar
  - d. A current copy of ATVANS' Safety Program Policy.

## FINANCIAL POLICY:

- 1 The treasurer shall establish and maintain a special budgetary ledger item, identified and referred to throughout this document as the “Safety Training Budget”.
  - a. All monies received, from any source, that are intended for ATV safety training, must be credited to and accounted for in the “Safety Training Budget”
  - b. Unless otherwise directed by the Board of Directors, ATVANS will pay all insurance premiums for ATVANS owned “training equipment” from the “Safety Training Budget”, provided there are sufficient funds in the “Safety Training Budget” to cover the cost.
  - c. All capital expenditures from the “Safety Training Budget” must be pre-approved by the Board of Directors
  - d. All other expenditures from the “Safety Training Budget” must be related to ATV safety training and they must be pre-approved by the Executive Director.
  - e. The Board of Directors will determine ATVANS future involvement in the ATV safety training program when the balance in the “Safety Training Budget” is insufficient to pay the insurance premiums for ATVANS owned “training equipment”.
- 2 ATVANS may sell or dispose of ATVANS owned “training equipment”, that are surplus to its needs, subject to the following.
  - a. The Board of Directors must pre-approve the sale/disposal of ATVANS owned “training equipment”.
  - b. All proceeds from the sale of ATVANS owned “training equipment” must be credited to and accounted for in the “Safety Training Budget”.
- 3 ATVANS, through the Safety Coordinator, will offer to lease ATVANS owned “training equipment” to approved ATV Safety Instructors, for a nominal fee of \$1.00 per piece of equipment.
  - a. The Safety Coordinator is responsible for distribution of the “training equipment” and must ensure all approved ATV Safety Instructors have the opportunity to use/lease ATVANS owned “Training Equipment”.
  - b. Lease payments are to be paid to the Safety Coordinator by a check payable to ATVANS.
  - c. All leases shall be for a maximum of one calendar year and will expire on the 31<sup>st</sup> of December. They may be renewed on request, at the discretion of ATVANS, on or after the 1<sup>st</sup> of January.
  - d. The cost of all maintenance and repairs for leased ATVANS owned “training equipment” is the responsibility of the lessee.
  - e. The cost of all inspection and registration fees for leased ATVANS owned trailers is the responsibility of the lessee.
  - f. The lessee of ATVANS owned trailers is responsible for maintaining the motor vehicle safety inspection (MVISI) and registration in a current status.

## ATV SAFETY INSTRUCTORS

Approved ATV Safety Instructors provide ATV RiderCourses in accordance with the direction and curriculum of a training agency approved by the Department of Natural Resource's Minister

- 1 ATV safety instructors who have a valid "ATV Instructor" certificate may request to become an ATVANS approved ATV safety instructor.
  - a. The "ATV Instructor" certificate must be issued by a training agency that is approved by the Department of Natural Resource's Minister. A copy of the "ATV Instructor" certificate shall be provided to the Safety Coordinator for ATVANS' files
  - b. Requests to become an ATVANS approved ATV safety instructor must be directed to ATVANS through its Safety Coordinator.
  - c. The Board of Directors will make the final decision on all requests to become an ATVANS approved ATV Safety Instructor.
  - d. All ATVANS approved ATV Safety Instructors must also be approved by the Department of Natural Resource's Minister.
  - e. Approved ATV Safety Instructors must have been subjected to a criminal record check, by an approved law enforcement agency, within the previous two-year period. A copy of the results of the most recent criminal check shall be provided to the Safety Coordinator for ATVANS' files.
- 2 Approved ATV safety instructors, who have agreed to and accepted conditions established by ATVANS, will have the opportunity to lease ATVANS owned "training equipment" to facilitate the training of children (6 thru 11 years) and youth (12 thru 15 years). Refer to the Financial Policy.
  - a. The Safety Coordinator will negotiate the type and quantity of "training equipment" to be allocated to requesting instructors. Allocations will be determined by availability, proximity to other trainers and the training history of the applicant.
  - b. Movement of "training equipment", unless requested or authorized by ATVANS, shall be at the expense of the instructor or person moving it.
- 3 Approved ATV Safety Instructors are independent business operators who are not affiliated with ATVANS, but who have agreed to and accepted some conditions established by ATVANS. The conditions include but may not be limited to:
  - a. The ATV Safety Instructors shall retain all fees from ATV RiderCourses, including rental fees for ATVANS owned "Training Equipment".
  - b. The fee charged for an ATV RiderCourse will not exceed \$100.00, except in extenuating circumstances. This fee does not include the rental of an ATV when it is required.
  - c. When requested, "Child" or "Youth" applicants will be offered the rental of an ATV at a cost to be determined by atvans instructor; provided the instructor has access to the appropriate sized ATV.

- d. When an instructor is requested to travel and/or transport “training equipment” to a location away from his/her normal training site, he/she may charge an additional fee. This fee is to be negotiated by the parties involved.
  - e. Approved ATV Safety Instructors must keep the Safety Coordinator informed of their current contact information
- 4 Instructors must submit an ATV Student Completion Report, for each ATV RiderCourse, to the Safety Coordinator within ten days of course completion.
- a. The submission must be a true copy of the “Student Completion Report” submitted to the governing Safety Training Agency.
  - b. The Safety Coordinator will forward a copy of all Student Completion Reports to the Department of Natural Resources as directed by the Department of Natural Resources’ Minister.
- 5 Approved ATV Safety Instructors may request to have safety training related information posted on ATVANS’ website. .
- a. All requests for posting on the website must be processed through the Safety Coordinator.
  - b. The Safety Coordinator will edit submitted information for grammar and spelling.
  - c. The Safety Coordinator may delete or revise unacceptable content. When this occurs, the submitting instructor will be given the opportunity to review the changes before the information is forwarded to the webmaster.
  - d. The Safety Coordinator will forward the edited information to ATVANS’ webmaster in a timely matter.
  - e. ATVANS webmaster will post all approved safety training information in the appropriate links of the website’s Safety Training section in a timely matter.