



Vehicle Use Policy

Revised: October 9, 2023

Purpose:

The Health and Safety of all staff, Scouts, leaders, visitors, guests, vendors, and other people that may be at a Council organized event or activity, is the priority of the Shenandoah Area Council. The use of vehicles during a Council organized event or activity and while on Council owned property is necessary for a variety of reasons. The following policies have been established for the use of motorized vehicles in compliance with NCAP standard FA-711 (appendix 1) and the Guide to Safe Scouting.

Requirement:

All persons operating any type of vehicle at a Council organized event or activity whether on a Council owned or privately owned property must be at least 18 years old and have a valid state issued driver's license.

Any person operating any type of vehicle at a Council organized event or activity on a Council owned property must have the expressed permission of the Camp Director or Ranger.

Any person operating any type of vehicle at a Council organized event or activity on privately owned property must have the expressed permission of the property owner and event leadership.

All persons operating any golf cart, LTV, UTV or ATV type of vehicle whether Council or privately owned or rented will have proof of completion for the required training programs prior to their use.

Seatbelts (when available) must always be used by the driver and all passengers.

The number of passengers is limited to the manufacturer's listed capacity. Passengers are to ride in the cab of the vehicle. No one is permitted to ride in the "bed" of a truck or on the bumper of any vehicle. Everyone in the vehicle must be seated.

Posted speed limits will be always observed.

Vehicles will travel on designated roadways and paths appropriate to the specific type of vehicle. Cars, trucks, and vans will not travel or park on grass fields unless specifically directed to do so by the Camp Ranger. Cars, trucks, and vans will park in the main camp parking lot or in designated parking areas adjacent to camp buildings or facilities.

Golf Cart, LTV, UTV & ATV Vehicles:

Council owned or rented golf carts, LTV, UTV & ATV vehicles are to be used only by designated and approved members of the camp ranger staff and event/activity staff by the Camp Director or Ranger on a Council owned property or event leadership and property owner on a privately owned property.

Privately owned or rented golf carts, LTV, UTV & ATV vehicles are permitted for use by participants or staff with special needs with the prior approval of the Camp Director or Ranger on a Council owned property or event leadership and property owner on a privately owned property. "Special Needs" requirements and information must be noted on the operators BSA Medical form by their physician. The privately owned or rented vehicle will not be used to transport other participants, equipment, or gear other than that belonging to the operator.

The private golf cart, LTV, UTV & ATV vehicle owner/operator must provide the following prior to the event or activity:

- Proof of inspection of the vehicle by an authorized maintenance facility or dealer, indicating suitability for use of the vehicle in a camp environment (gravel roads, rocky, uneven, and steep slope terrains).
- Certificate of Liability Insurance covering the vehicle, naming the Shenandoah Area Council as co-insured with a minimum of one million dollars of coverage.
- Proof of completion for all required training programs.

Training Requirements:

Golf Cart Operation Training:

- Review the Council approved Redwoods Group FMCA “Golf Cart Safety Training Video” available at <https://youtu.be/lhryucVnlwc>
- Complete and sign the Council Golf Cart Training form

LTV & UTV Operation Training:

- Certification of completion of the 2-hour free online Recreational Off-Highway Vehicle Association *E-Learning Module*.
- Certification of completion of the hands-on Recreational Off-Highway Vehicle Association “*Basic Driver Course*” taught by a certified RHOVA instructor

ATV Operation Training:

- Certification of completion of the All-Terrain Vehicle Safety Institute (ASI) safety training program “*ATV Rider Course*” taught by a certified ATV instructor

Camp Rock Enon Scout Reservation & Sinoquipe Scout Reservation:

Participant Vehicle Use (car/truck/van):

Units or families camping at Camp Rock Enon or Camp Sinoquipe during off season, weekend events, or summer resident camp, are allowed one vehicle in camp to take gear to the campsite and/or drop off an equipment trailer. The vehicle must leave after dropping off gear or trailer within 15 minutes of entering camp. All vehicles must be parked in the camp parking lot or other designated parking area(s). Personal vehicle use in camp is not permitted without prior expressed permission of the Camp Director or Ranger.

Event/Activity General Staff Vehicle Use (car/truck/van):

Personal vehicle use in camp by event or activity general staff is limited to the loading and unloading of materials and equipment for the set-up and/or tear-down of the event with prior expressed permission of the Camp Director or Ranger. All vehicles must be parked in the camp parking lot or other designated parking area(s) during the event or activity.

Approved Staff Personal Vehicles in Camp (car/truck/van):

The following personal vehicles are allowed in camp during events or activities including:

- Camp Ranger & ranger staff including work crews (with prior approval)
- Camp Director
- Camp Master on duty
- Business Manager
- Health Officer
- Head Cook

Special Needs Vehicle Passes (car/truck/van, golf cart, LTV, UTV & ATV):

The use of personal vehicles by those with special needs will be permitted with PRIOR request and approval by the Camp Director or Ranger. To obtain a “special needs” vehicle pass the person must show their regular state issued handicap pass or have a letter from their doctor. The camp reserves the right to provide transportation service for the person with special needs vs. allowing them to use their personal vehicle.

Council Owned Vehicles: (car/truck/van/tractors/farm equipment/lawn mowers)

The use of Council owned vehicles and all motor driven equipment are restricted to those persons that have been granted permission by the Camp Director or Ranger. All Council owned vehicles will be operated within the manufacture’s safety guidelines and in accordance with the BSA Guide to Safe Scouting and NCAP standards.

Third-Party Organizations:

When a third-party organization (non-BSA) has rented or leased Camp Rock Enon or Camp Sinoquipe facilities for their private use, and they wish to be excluded from the SAC Vehicle Use Policy, the organization must provide a Certificate of Liability Insurance covering the use of golf carts, LTV, UTV & ATV type vehicles, naming the Shenandoah Area Council as co-insured with a minimum of one million dollars of coverage prior to the start date of the rental or lease period.

Enforcement:

Enforcement of the vehicle use policy as with all health & safety matters lies with:

- Camp Director
- Ranger
- Event Leadership
- Camp Master Corp.
- Camp Staff
- Council Staff

Violating the Shenandoah Area Council “Vehicle Use” policy will result in the following:

- **1st Offense:** The offender will be warned of the violation and the policy rules and requirements will be reviewed with them.
- **2nd Offense:** The offender’s “vehicle use” privileges will be suspended for the specific event or activity. A letter will be sent to the offender and their unit leader, stating the violation, the reason for having the vehicle policy and the penalty for further violations. Notice will be sent to the Camp Director, Ranger, Camp Master Corp, and the Scout Executive.
- **Subsequent Offense:** The offender’s “vehicle use” privileges will be terminated. A letter will be sent to the offender and their unit leader, stating the violation and that any future vehicle use by the offender will not be permitted. Notice will be sent to the Camp Director, Ranger, Camp Master Corp, and the Scout Executive.

Appendix:

Definitions – golf cart, LTV, UTV & ATV

BSA NCAP Standard FA-711 Motor Vehicles revised 1/1/2021

Definitions:



Golf-type Cart: A small cart (electric, gas or propane) that is traditionally used to carry multiple people and their equipment on paved or gravel pathways and maintained firm ground grass areas.



LTV (Light Transport Vehicle): A utility motorized off-road vehicle designed to travel on four or more non-highway tires, with a steering wheel, non-straddle seating, limited to speeds of 20 mph and does not require seat belts and a roll bar.



UTV (Utility Transport Vehicle): Motorized off-road vehicles designed to travel on four or more non-highway tires, with a steering wheel, non-straddle seating, seat belts, an occupant protective structure, and engine displacement up to 1,000cc (for gasoline-fueled engines). Current models are designed for a driver and may have seats for one or more passengers and have seat belts and a roll bar.



ATV (All-Terrain Vehicle): A vehicle that travels on low-pressure tires, with a seat that is straddled by the operator, along with handlebars for steering control.

(Revised January 1, 2021)

STANDARD:

All vehicles used in camp are kept in safe mechanical order and operated in a safe and legal manner. Vehicles are maintained to state inspection standards, if applicable, whether licensed or not. Policies are in place to address motor vehicle use and parking, including personal vehicles.

Specific Requirements of the Standard:

- A. A first-aid kit and fire extinguisher are carried in all camp service motor vehicles (UTV/golf cart/LTV, etc.). Operators and passengers must use safety belts and rollover protective structures, if provided by the original manufacturer, following the manufacturer's guidelines.
- B. Vehicles owned by staff members, leaders, and visitors are parked in designated camp parking areas.
- C. The council has established a vehicle access, parking, and use policy that provides guidelines for when and where vehicles may be used, handling of keys, and safety requirements for vehicle use.
- D. Training for golf carts or LTVs must follow the specific manufacturer's training requirements and include operating limitations. Training must be documented and maintained on file.
- E. Training for UTVs must follow specific manufacturers' training requirements and include blended or hands-on certification of all operators via www.rohva.org. Online training only is not adequate; drivers must also complete the hands-on Basic Driver Course component certified by the Recreational Off-Highway Vehicle Association.
- F. UTVs and golf carts may be used by maintenance personnel or to transport disabled or other individuals on camp property when the operator is 18 years of age or older and is trained in the safe operation of the vehicle according to the council usage policy and sections C and D above.
- G. ATVs may be used by maintenance personnel or other staff on camp property when the operator is 18 years of age or older and has completed an All-Terrain Vehicle Safety Institute (ASI) safety training program in its entirety. No deviation is permitted from the course outline in the safe operation of the vehicle. Proper personal protection equipment is used at all times during ATV operation by staff. No passengers are allowed.

Applies to:

Camp
properties

Day camp

Short-term
camp

Long-term
camp

MOTOR VEHICLES

FA-711

(Revised January 1, 2021)

Applies to:

Camp properties

Day camp

Short-term camp

Long-term camp

- H. ATVs may only be used for program if the camp is part of the official BSA ATV program.
- I. Passengers may not be carried in the beds of trucks or in UTVs or trailers.
- J. Hayrides may be provided following the guidelines in the *Guide to Safe Scouting*, No. 34416.
- K. Fifteen-passenger vans, regardless of ownership, may be used for camp purposes only if all of the following conditions are met:
 1. The van is of 2005 or later model year manufacture, as indicated in the owner's manual.
 2. The van is equipped with Electronic Stability Control.
 3. The van is equipped with seat belts for the driver and each passenger.

INTERPRETATION:

"Motor vehicles" include:

- Trucks and automobiles
- All-terrain vehicles (ATVs) (not including ATV program vehicles subject to Standard PS-205 All-Terrain Vehicle Programs)
- Utility terrain vehicles (UTVs)
- Recreational off-highway vehicles (ROHVs)
- Golf carts or LTVs
- Farm equipment

Personal vehicles used for camp purposes are to be considered "council-operated vehicles" for purposes of this standard. All vehicles used in camp for camp purposes (e.g., including personal vehicles used for camp purposes) must meet this standard and council and *Guide to Safe Scouting* guidelines. Designated parking areas must be utilized.

Unlicensed vehicles are to be maintained to applicable state standards.

VERIFICATION:

- Visual observation
- Verification of training records if UTVs or golf carts/LTVs are used
- Verification of council UTV/golf cart usage policy
- Discussion of motor vehicle use with key staff
- Inspection and documentation of vehicle maintenance
- Verification of All-Terrain Vehicle Safety Institute training for ATV usage
- Visual observation of appropriate use of personal protection equipment