

United States Army Alaska

ATV Training Best Practice

It's heavy. It's fun. It can be addictive. We're talking about ATV driving. The thrill of driving through rugged, off-the-road terrain is something that most ATV lovers find irresistible, and Alaska provides the perfect environment.

However, ATVs are not toys, and even safe, responsible usage comes with its share of risks. But Alaska's Soldiers don't shake hands with danger every time they gas up for a drive through the wilderness. They are provided quality hands on training by means of the ATV Safety Institute *RiderCourse*, taught by USARAK's very own safety professionals.

The ATV *RiderCourse* is a four to six hour program that provides a fun and structured way to learn and practice proper ATV operation. Performing exercises in a controlled environment and knowing how to prepare for more difficult terrain are the best ways to ensure a safe and enjoyable outing. Course materials are provided and successful candidates are registered with the ATVSI as well as provided with a completion certificate.

Instructors for the *RiderCourse* are graduates of the ATVSI Instructor Preparation Course. The ATV Safety Institute is dedicated to ensuring that its instructors are properly trained. Instructors must go through a four-day workshop which prepares them to teach the *RiderCourse* classes. To be a licensed instructor an individual must be an experienced ATV rider prior to the instruction training, complete, and submit to the Institute an "Application for Licensing and Enrollment in an ATV Instructor Preparation Course," and attend 32 hours of instruction classes which include: 1) completion of the ATV *RiderCourse*, 2) passing the Instructor Lesson Demonstration Assessment, 3) passing the Instructor Knowledge Test and 4) passing a practical student teaching experience. The benefits of in-house instructors are threefold: 1) Classes are tailored to the Commanders training schedule, 2) trained safety professionals have the ability to export training package down range and 3) whether you are an experienced rider or are just getting into the sport, everyone benefits from an ATV safety course. To maintain currency each instructor must teach 2 classes per year.

To host a class at your installation you will need a minimum of 6 candidates, a maximum of 8. Each candidate attending will need an ATV all 4 days of the class. You will also need to supply a classroom and an ATV training range that are within close proximity to one another as they will be doing work at both facilities on some days. The ATV range needs to be 150'x200' of flat land that is free of ruts, rocks, and obstacles, and can be any of the following: grass, gravel, sand, or dirt. No asphalt or cement.

You can schedule your class for any 4 consecutive days that work best for you (whether it's all during the week or including a weekend); however, ATVSI must be notified of your date request at least 60 days in advance. Once the dates are decided, candidates will need to fill out the 4-page application and fax it to the ATVSI office ATTN: Regional Coordinator, ATV Safety Institute, Fax number: (949) 727-4216, no later than 45 days in advance.

The fee will be \$115 per person to ASI for each candidate's course materials. In addition, you will also need to cover the cost of the Chief Instructor's expenses to come teach: travel, lodging, meals, rental car, stipend, etc. The travel expenses are paid directly to the Chief typically by using a fund cite or a government credit card. Once the Chief is confirmed, the Regional Coordinator will put you in contact with one another to work out those details. ATVSI will work diligently on confirming a Military Chief for your group; however, in the event that one is not available for your selected dates, you would have two options:

1. Reschedule your group to a different set of dates and try again to find a Military Chief that would be available.
2. Move forward with your original dates and confirm a Civilian Chief.

If you decide that you'd like to move forward and confirm a Civilian Chief for your class, the total cost will be \$4,400. This fee covers each candidate's tuition and class materials, and includes all of the Chief Instructor's travel expenses: stipend, travel, lodging, meals, rental car, etc. You would then only pay ASI, and they would take care of paying the Chief for their expenses.

Once your candidates complete and pass this course, they will be licensed to train military employees only, and at no charge per person they train.

ATV Instructor Preparation (IP) Course Timeline

- **60 Days Prior** – Notify ASI of selected course dates
- **45 Days Prior** – Have selected candidate complete the ***Application for Licensing and Enrollment in an ATV Preparation Course***. Fax to (949)727-4216, Attn: Lenore Stjerne/Regional Coordinator, with a cover page including date and location of the class.
- **30 Days Prior** – Course materials are shipped out to candidates. **(Note: Materials cannot be shipped to a PO Box)**
- **30 Days Prior** – Chief Instructor will make contact with the group coordinator to discuss the training site and any questions.
- **14 Days Prior** – Payment is made to ASI unless other arrangements have been made.
- **7-14 Days Prior** – Chief Instructor will make contact with the candidates.
- **10 Days Prior** – Last day to make changes in personnel enrolled.

For Further information contact:

Ms. Lenore Stjerne, ATVSI Regional Coordinator, (949) 727-3227 x3058