



ORV / ATV SAFETY EDUCATION PROGRAM OVERVIEW AND INSTRUCTIONS

Required under the authority of Part 811, 1994 PA 451, as amended, to be eligible for grant funding.

General Information

1. The Off-road Vehicle/ All-terrain Vehicle (ORV/ATV) Safety Education Program is administered by the Michigan Department of Natural Resources (Department).
2. Grant payment for safety instruction through the ORV/ATV Safety Education Program is based on a flat rate of \$15 per student. The amount awarded to each grantee is based on past performance regarding number of students taught, the amount requested, and the funding available. No additional grant funding will be made available for equipment purchases, overhead costs, travel, or other expenses.
3. **A background check will be conducted by the Department's Law Enforcement Division on all new instructors and assistants.**

Grant Application

1. Complete the *ORV/ATV Safety Education Program Grant Application (PR1851)*. Provide name, address, and Federal ID Number of the grant applicant agency or organization, and the name and phone number of the contact person for the agency or organization. Provide an e-mail address for the contact person.
Eligible grant applicants for the ORV/ATV Safety Education Program are:
 - Colleges, universities, local education agencies, intermediate school districts and regional educational service agencies in the State of Michigan;
 - Local government agencies in the State of Michigan.
2. List all instructors and assistants that will be teaching the ORV/ATV classes for this organization or agency. Provide the instructor certification number for each instructor and any assistants that will be helping with instruction.

If any instructors or assistants listed on the application are not certified for this program, complete the *Michigan Recreational Safety Training Instructor Application (PR 9186)*. Complete a separate form for each new instructor or assistant and attach to the grant application.

Required minimum qualifications for instructors and assistants are:

- Eighteen years of age or older;
- Possession of a valid Operator's License;
- Driving record with less than 7 active points within a 2-year period;
- Prior experience in the safe operation of an ORV/ATV;
- Knowledge and understanding of the rules and regulations pertaining to ORV/ATV operation on public and private land;
- Successful completion of an ORV/ATV Coach Preparation Course approved by the Department;
- Favorable results of a background check conducted by the Department's Law Enforcement Division;
- Possession of all of the above throughout the grant year.

3. Certified instructors will be provided with standardized course materials by the Department. Required components of the instruction are:
 - Michigan laws and regulations pertaining to ORV/ATV;
 - Basic geography, geology, topography of the State of Michigan trail system;
 - Substance abuse and ORV/ATV riding;
 - Aggressive riding and the consequences;
 - Risk management;
 - Safe riding strategies for a variety of conditions.
4. Indicate the estimated number of students to be taught by each instructor. Provide the location and dates, if known. Attach additional sheets if necessary.
5. Obtain the appropriate signature for the grant applicant agency, certifying the accuracy of the information provided on the *ORV/ATV Safety Education Program Grant Application (PR1831)*.

Reporting on Classes Taught

At the completion of each class, mail the completed scantron sheets ("bubble sheets") to:

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES
RECREATION EDUCATION PROGRAMS
P O BOX 30031
LANSING MI 48909-7531**

Requesting Grant Payment

Request for payment can be submitted to the Department at any time during the grant year after classes have been conducted. Up to two payments per grant year will be made based on a flat rate of **\$15** per student taught. The final request for payment is due no later than **October 15** following the end of the grant year. No advance payments will be made.

Grant payment is subject to review and approval by the Department of the required documentation submitted by the grantee. To document the number of students taught, including students that were not certified, provide a copy of a sign-in sheet(s) for all students attending each class. Indicate the date and location of the class on each sign-in sheet.

On the Grant Payment Request (PR1831-1) form, indicate whether the request is for partial or final payment. Provide a list of locations and dates where ORV/ATV Safety classes were held, the number of students at each location, and the name of instructors and assistants for each class. Indicate the dollar amount requested for payment.

Send the completed form and sign-in sheet(s) to:

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES
FOREST MINERAL AND FIRE MANAGEMENT
PROGRAM SERVICES
P O BOX 30452
LANSING MI 48909-7952**