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Owner, Operator & Attendant Manual for Hayride Attractions

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Introduction

This manual is your guide to a safe, productive and professional operation. It will reduce trial and error learning and minimize downtime caused by improper operation and maintenance. The contents of this manual meet the requirements specified within the Amusement Ride Inspection Act (4 P.S. §§ 401-418) (“Act”) and its attendant regulations (7 Pa. Code Chapter 139).

Intended Use

The equipment described herein is intended for use by the registered amusement ride owner, their qualified safety inspector, operator(s) and attendant(s). As the ride owner, you will ensure that the amusement ride operates in compliance with the Act, its attendant regulations, ASTM standards (applicable F24 Committee standards and specifically, F3168), and the manufacturer’s guidance on acceptable use. If at any time, and for any reason, the equipment cannot be adequately and safely operated for its intended use, do not operate the equipment until proper repairs or corrections are made.

Owner Information

This hayride attraction is registered with the Pennsylvania Department of Agriculture’s Bureau of Ride and Measurement Standards (the “Department”) by *(insert owner name and business name if different than owner’s name)*. As the owner I understand that I must comply with all requirements outlined by the Department the Act, its attendant regulations, the applicable ASTM standards and the manufacturer’s guidance.

Equipment Information

The equipment listed below, tow vehicle and trailer(s), are to be used as the hayride attraction (as described by the Act and ASTM 3168) **no** changes to the listed tow vehicle or trailer(s) may be made without prior approval of the Department.

Tow Vehicle(s): *(copy and paste this section to add more tow vehicles)*

- Serial # -
- Manufacturer -
- Model -
- Vehicle weight (unloaded) -
- Type of drive (2 wheel or 4 wheel) -
- Date manufactured –

Wagon/Trailer(s): *(copy and paste this section to add more wagons/trailers)*

- Serial # -
- Manufacturer -
- Model -
- Maximum weight (load) capacity -
- Passenger Capacity -
- Date manufactured -
- Distinguishing marking or coloring is -

Wagon/Trailer(s):

- Serial # -
- Manufacturer -
- Model -
- Maximum weight (load) capacity -
- Passenger Capacity -
- Date manufactured -
- Distinguishing marking or coloring is –

Passenger Information:

- Height – Minimum ??' ??"; Maximum ??' ??"
- Weight (per rider) – Minimum ??' ??"; Maximum ??' ??"
- Age, minimum without a parent or guardian –
- Age, minimum with a parent or guardian -
- Handicap/disability accessible – *Yes or No*

General Information

Safe and successful operation is a combined responsibility and effort of the ride owner, operator(s) and attendant(s). This manual provides detailed information on the operation of the ride and provides the operator(s) and attendant(s) with important safety information. All operators must be thoroughly familiar with the contents of this manual before attempting to operate the ride. This information must be immediately available to all operators of the ride.

This manual, the PA Ride ID plate(s), inspection checklists and inspection affidavit must always be available for review.

Operator Selection and Instruction

Operators of the tow vehicle are required to meet all licensing requirements of the Commonwealth in addition to those required by the Department and ASTM. You should consider the individuals competency, maturity, and demonstrated capability to understand the function, use, and control of the equipment when making your selection.

- Each operator should fully understand the proper use and function of the equipment they are to use including:
 - controls and procedures for normal use and emergencies;
 - recommended maximum speed and load;
 - recommended length of use time and frequency of use;
 - any foreseeable misuse of the equipment as determined by the owner, or by special conditions such as weather, location, or crowds;
 - Each operator must have immediate availability of the operation manual for the equipment he supervises.
- The operator will inspect the equipment he supervises before each day of operation (this is in addition to the qualified inspector as required by the Department) an operator should know the condition of their equipment prior to use, see **attachment A**;
- Determine that no portion of the equipment is damaged, missing or worn in such a manner that it is unsafe, or that can develop into an unsafe condition. If so, do not operate the equipment until it is fixed;
- Report any irregularities to (*insert name and contact information*);
- Prohibit anyone from operating the equipment who is visibly ill, or under the influence of drugs or alcohol.
- Operators and attendants understand the proper methods of securing the tow vehicle and trailers under normal operation and in an emergency. Note: Stop the equipment immediately if anyone is observed tampering with any restraining or safety device or behaving dangerously, such as changing positions or walking around the equipment.
- Operators will not start the ride until all attendants report the trailers are secure and the route is clear. Be vigilant for hazards or unsafe actions by guests or staff;
- Operator are to remain in full control of the of the equipment during use. Do not use personal electronic devices during the ride and only use communication equipment when it is safe to do so;
- Ensure operator and attendants understand the proper method of assembly and disassembly of the equipment. Always supply adequate personnel and equipment to do the job safely;
- Factory installed safety devices must not be tampered with or removed.
- Operators and attendants are aware of the procedures for emergencies, including an ill or injured guest/staff member;
- Staff and guests required to secure all articles, such as keys, change, eyeglasses, etc. which may become loose while operating the equipment.

Route

The hayride attraction will be operated on designated travel routes, see as in **attachment B** (*provide a google maps overview with the route or provide a sketch. Include landmarks such as parking, loading/unloading areas, emergency evacuation area, 1st aid, etc.*). The route is marked by ? and is on private property leased or owned by the operator. The route is:

- Generally flat and clear of obstacles;
- Wide enough to travel through with the tow vehicle and trailer with a clearance envelope (enough space) to ensure hands, arms, legs and feet that could stick out from the trailer cannot contact an obstacle;
- Well lit, when being used during times of limited visibility
- Durable enough to withstand constant use and remain generally flat and clear.
- *Provide details if the ride uses a route that is other than private property or has a gate or other obstacles.*

Passenger Loading/Unloading

Passengers should only be loaded or unloaded at designated locations (included in the route map described above). Passenger loading/unloading should be directed by the operator and/or attendant and be discussed prior to starting the ride. Rules for the ride and emergency procedures should be provided during loading and prior to movement. When appropriate rules should be posted.

- Operators or attendants will visually check the tow vehicle and trailer during each stop. Broken or missing parts must be repaired or replaced immediately. Do not operate the ride unless all parts are in good condition;
- Never allow a guest who is visibly ill or under the influence of drugs or alcohol on the ride;
- Persons who have physical impairments must be advised of the potential risks before riding;
- Do not allow any guest on the ride who cannot be properly ride because of their height, age or condition;
- Never allow the ride to become overloaded. Adhere to weight and capacity limits, the operator should double check loading if an attendant is used;
- Ensure the wagon is completely unloaded (to include personal belongings) prior to loading the next group.

Ride Staff Positions

The operator of the ride will have staff positioned to ensure the safety of the guests, those on the ride, around the ride, exiting the ride and waiting to ride. Staff providing duties related to the ride will have a means to communicate with the driver of the ride (voice, hand signal, sound) to ensure the immediate response to an emergency.

- The driver - will always remain with the ride during its operation until properly relieved. Do not leave the tow vehicle running and unattended.
- Attendant #1 – will remain with the wagon, ensure proper loading/unloading and communicate with the driver as needed.

- Attendant #2 – will (*insert expectations here*).
- Attendant #3 – will (*insert expectations here*).
- Attendant #4 – will (*insert expectations here*).

Emergency Procedures

All staff will conduct themselves to ensure the safety of the guests, the staff and whenever possible the equipment and property. In the event of an emergency (inclement weather, illness, injury, fire, accident etc.) safely stop the ride, evacuate the guests to a predetermined location and notify the supervisor with details of the issue (need for medical assistance, broken ride, fire etc.). Emergency response training should be conducted regularly, and all staff should know each person's role in the response. This should be discussed prior to each day's operation and guests should be made aware of evacuation points and emergency procedures.

Weather Restrictions

The operator will provide details on when the ride will not operate and under what conditions. This information will be known to staff and provided to the guest in writing (signs) or explained to them upon entry. The ride will not operate when:

- It is raining to the point of limiting visibility and water is puddling.
- The route is no longer safe to operate on.
- There is lightning within 10 miles.
- There is snow greater than 2" on the route or the area is unsafe for the guests.
- The wind speeds exceed 20 MPH.

Daily Inspection Record

The operator will ensure that the ride is inspected by a qualified inspector in accordance with the Department's requirements and that an itinerary and inspection affidavit(s) are on file. The operator ensure that the driver performs pre and post ride inspections of the tow vehicle, wagon(s) and safety equipment, see **Attachment B**. Safety issue will be dealt with immediately and will prevent the ride from operating until resolved.

Maintenance

Proper maintenance of this equipment is vital to safe operation, reduced operating costs, and longer life equipment. This manual provides detailed information on scheduled maintenance and lubrication on this equipment. This information must be immediately available to all operators of this equipment.

- Preventative maintenance is the easiest and most economical means of assuring many satisfactory, productive hours of operation. Properly scheduled maintenance is the key to lower operating costs and longer service life.
- Maintenance intervals have been established for servicing this equipment. Please see tow vehicle owner's manual and wagon owner's manual for this information. *Appendix ?* to this owner's manual.

- When operating under "severe" conditions, such as excessive heat, cold, dust, wind, mud, or water, more frequent servicing is necessary.

Safety Guidelines

- All work must be performed by competent, qualified mechanics, capable of understanding the function of the parts and their proper installation.
- Inspect this equipment before each day of operation to determine that no portion of their equipment is damaged, missing, or worn in such a manner that unsafe conditions can develop.
- Perform the Manufacturer's recommended maintenance procedures at the intervals specified and, in the manner, described their manuals.
- Study each job carefully to determine all hazards so that necessary safeguards can be taken.
- Examine safety devices (tools, ladders, etc.) before they are used to make sure they are in good condition.
- Use the proper tool or equipment for each job. Ground all hand electric power tools before use.
- Wear close-fitting, comfortable clothing when working on or close to moving parts or live electrical circuits. Avoid finger rings, jewelry, or other articles which can be caught in moving parts or meet electrical circuits.
- Protect your eyes by wearing approved safety glasses or goggles.
- Where work to be performed is hazardous, at least two persons shall work together.
- If guards must be removed from equipment, make sure they are replaced before leaving the job. Check that all safety decals, signs, and placards are properly installed and legible.
- Clean up after each job, and properly dispose of surplus materials.
- Keep a record of parts replaced and the date of replacement. Inform the manufacturer of any replacement requirements that are frequent or cause unsafe conditions.
- Make modifications and additions as outlined in manufacturer's service and safety bulletins.

Receipt of Ride Operations Manual – Confirmation

Please Read:

I hereby acknowledge that I have received and read a copy of the Hayride Attraction Operators Manual. I have agreed to abide by all company rules and regulations contained in the manual.

EMPLOYEE NAME (Please Print) _____

DATE _____

EMPLOYEE SIGNATURE _____

Your first few days with new responsibilities are extremely important. Feel free to ask questions regarding anything you are not sure of. Proper training and effective communications will assist you in doing your job well and feeling positive about it.

Please answer the following questions, as they are indicators of your progress.

Answer Yes or No:

A. Do you know who your supervisor is?

B. Do you know the chain of command?

C. Do you feel that you have been given an adequate introduction and training for your job?

D. Were you properly trained on how to perform a Pre-opening ride inspection?

E. Were you shown how to document your opening inspection?

F. Do you know where the nearest fire extinguisher is located?

Annual Tow Vehicle Checklist

Attraction: _____ Location: _____

Date of Inspection: _____

Owner: _____ Inspected by: _____

OK – Satisfactory UN – Unsatisfactory NA – Not Applicable

Vehicle starts OK _____

Battery OK _____

Tires have sufficient tread _____

Brakes tested _____

Lights operational _____

Parking brake operational _____

Filters, maintenance performed per
manufacturer's recommendations _____

Crankcase oil level OK _____

Hydraulic fluid level OK _____

Transmission fluid level OK _____

Power steering fluid level OK _____

Brake fluid level OK _____

Tire pressure at recommended PSI _____

Hitch/drawbar mounted properly _____

Safety switches operational _____

Annual Tow Vehicle Checklist

PRE-SEASON INSPECTION:										
ITEM INSPECTED	Tractor #1	Tractor #2	Tractor #3	Tractor #4	Tractor #5	Tractor #6	Tractor #7	Tractor #8	Tractor #9	REPAIR NOTES:
CRANKCASE OIL: Is it clean and full?										
AIR CLEANER: Is it in place, clean, and not damaged?										
BATTERY: Are the fluid levels correct; are terminals clean?										
RADIATOR: Is coolant level correct; no leaks; cap fits properly?										
IGNITION WIRING: Is it clean with no breaks in insulation?										
STEERING: Are connections tight?										
GREASE FITTINGS: Are they clean, operable, and lubricated?										
WHEEL BOLTS: Are they tight and not broken?										
TIRES: Are they in good condition? Is air pressure correct?										
FUEL SUPPLY: Is the tank full and the filler cap tightened?										
GAUGES AND INSTRUMENTS: Are they in working order?										
FIRE EXTINGUISHER: Is it charged and easily accessible?										
LEAKS UNDER TRACTOR?										

Annual Wagon/Trailer Checklist

PRE-SEASON INSPECTION:										
ITEM INSPECTED	Wagon #1	Wagon #2	Wagon #3	Wagon #4	Wagon #5	Wagon #6	Wagon #7	Wagon #8	Wagon #9	REPAIR NOTES:
TIRES: Are they in good condition? Is air pressure correct?										
WHEEL BOLTS: Are they tight and not broken?										
WAGON HUBS: Grease and lube.										
WELDS: Are there any cracks?										
WAGON FLOORBOARDS: Are they secure? Are there any splinters? Are they in good condition?										
WAGON SIDES: Are they secure? Are they in good condition?										
RUNNING BOARDS: Are they secure? Are they in good condition?										
WAGON FRAME: Is it in good condition? Is there any rust? Is it bent? Is it cracked? Is it secure?										
AXLES/RUNNING GEAR: Are they in good condition?										
FIRE EXTINGUISHER: Is it charged and easily accessible?										
SPEAKERS: Are they secure?										

Daily Checklist

Driver / Loader

Attraction: _____ Location: _____

Date: _____

Owner: _____ Code Inspector: _____

OK – Satisfactory UN – Unsatisfactory NA – Not Applicable

Tractors:

Fueled _____
 Tire pressure _____
 Proper gear _____
 RPM setting _____
 Brake check _____
 Fluid levels _____

Wagons:

Locking hitch pin _____
 Safety chain set _____
 Deck splinter free _____
 Sides splinter free _____
 Loose sides/floorboards _____
 Tire pressure _____
 Rear gate latch _____
 Step handrails _____
 Hub lube _____

Loading dock:

Steps clear and dry _____
 Handrails secure _____
 Lighting _____
 Signage in place _____

Daily Wagon Checklist

HAYRIDE SAFETY DAILY OPERATIONAL CHECKLIST:
WAGONS

Date: _____

G = Good NR = Needs Repair (see Notes)

DESCRIPTION	WAGON NUMBER									Notes
	#1	#2	#3	#4	#5	#6	#7	#8	#9	
Steps secure										
Wagon sides secure										
Speakers secure										
Hitch pin secure										
Safety chains connected										
Fire extinguisher present and charged										
Lug bolts secure										
Bolt securing tongue to wagon secure										
Tires pressure good										
Splinter free										
Running boards secure										

Additional Notes:

Checked by: _____ Signature: _____

Daily Tow Vehicle Checklist

HAYRIDE SAFETY DAILY OPERATIONAL CHECKLIST:
TRACTORS

Date: _____

G = Good NR = Needs Repair (see Notes)

DESCRIPTION	TRACTOR NUMBER									Notes
	#1	#2	#3	#4	#5	#6	#7	#8	#9	
Tractor brakes operating										
Trans fluid level OK										
Oil level OK										
Fuel level OK										
Tire pressure OK										
Lug bolts secure										
Draw bar secure										

Additional Notes:

Checked by: _____ Signature: _____