

Oregon Parks
&
Recreation Department



2008
ATV Permit
OPRD Staff Sales Manual

INTRODUCTION
For
OPRD Staff Selling ATV Permits

The purpose of this manual is to provide OPRD staff with instructions for the procedures involved with issuing Class I, II, and III ATV permits. Please keep this manual available as a reference to everyone that sells ATV permits.

- **ATV PROGRAM CONTACTS**

If you have any questions or if you need clarification on any of the procedures in this manual, please contact Oregon Parks and Recreation Department (OPRD) ATV Program staff.

Max Coley (503) 986-0712

Donna Fike (503) 986-0717

All materials and correspondence should be mailed to:

Oregon Parks and Recreation Department
Attn: ATV Permit Program
725 Summer Street NE, Suite C
Salem, OR 97301-1271

HOW TO ISSUE PERMITS

PLEASE SEE EXAMPLE ON THE NEXT PAGE. Each direction on this page is numbered to correspond with the illustration on the example page.


- Permits are sold individually.
 - Complete all boxes on the permit form.
 - Permits are only to be filled out at the time of sale.
 - Permits should not be punched/validated prior to sale.
 - Instruct permit holders to keep their permit with the vehicle when riding.
1. All permits are to be sold in numerical sequence.
 2. Mark the type of permit as either Class I, II, or III. (See ATV Classifications on page 8 of this manual)
 3. The date of expiration is to be the same month as the date of issue. **Validate the permit by punching out the month that the permit is issued on the border of the decal.** Please use a standard single hole-punch only.
 4. Enter the make (manufacturer) and body style. (See examples for body style on page 5)
 5. The owner should provide the Vehicle Identification Number (VIN) to you. A serial number or description of the vehicle may be used if there is no VIN.
 6. Enter the complete name and mailing address of the vehicle owner. Please do not omit this information. Do not abbreviate the name of the city.
 7. Issue date is the date the permit is sold.
 8. Enter your FMS location number.
 9. Under “Issued By” enter your initials.
 10. The fee for a permit is \$10.00. OPRD offices are not authorized to charge a commission. Agents outside OPRD are authorized to charge a maximum \$.50 commission.




NOTE: OPRD staff is to keep accurate records of all permits received and sold for six years from date of sale. Please retain the pink copy of the permit. OPRD staff is required to keep a sales log (see example on page 9).

- Give the **white copy** of the permit along with the decal to the customer. Please keep for your records the pink or yellow copy with corresponding revenue report documentation.

EXAMPLE PERMIT

ATV PERMIT
Decal / Permit



Class I 
 Class II 
 Class III 

1047577

THIS PERMIT EXPIRES ON THE LAST DAY OF THE MONTH INDICATED

EXPIRATION DATE	
MONTH	YEAR
October	2010

VEHICLE DESCRIPTION

MAKE	BODY STYLE	VEHICLE IDENTIFICATION NUMBER
Toyota	PU	RN12345678

NAME OF OWNER (PRINT LAST, FIRST, MIDDLE)
Rider, Joe

ADDRESS OF OWNER (MAILING ADDRESS)
123 Anywhere Dr.

CITY, STATE, ZIP CODE
Anytown, OR 00000

DATE OF ISSUE	AGENT NO.	ISSUED BY	FEE
10/31/08	866	MS	\$10.50

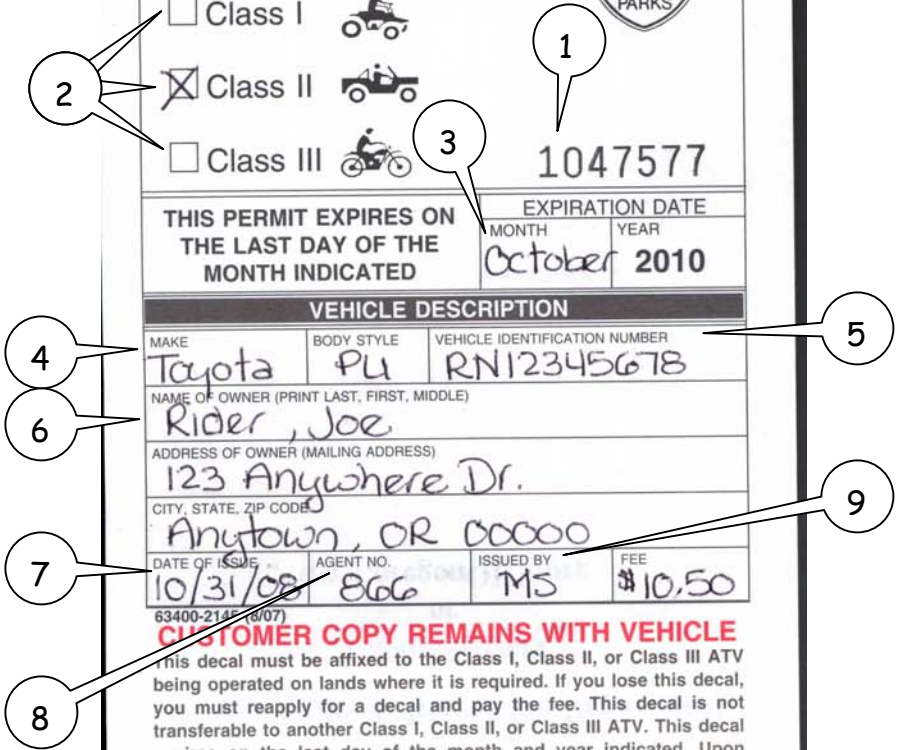
CUSTOMER COPY REMAINS WITH VEHICLE
This decal must be affixed to the Class I, Class II, or Class III ATV being operated on lands where it is required. If you lose this decal, you must reapply for a decal and pay the fee. This decal is not transferable to another Class I, Class II, or Class III ATV. This decal expires on the last day of the month and year indicated. Upon expiration of this permit you are responsible for reapplying for a new decal. Keep permit copy with vehicle when in use.

HOW TO APPLY DECAL

- Do not apply in freezing weather.
- Clean and dry surface before applying to vehicle.
- It is suggested to clean surface with rubbing alcohol.

WHERE TO APPLY DECAL

- For jeeps, pickups and passenger vehicles, the decal must be visible from the rear of the vehicle. Suggested placement areas are bumper, tailgate or rear window.
- For quads (or vehicles of a similar design), place decal on right hand side of vehicle in visible location.
- For sandrail vehicles (dune buggies), the decal is to be displayed on the backside of the rollbar in the middle.
- For motorcycles (or vehicles of a similar design), display the decal on the front fork tube, on the opposite side of the vehicle from the brake and positioned either horizontally or vertically, or in a location that is visible while the rider is operating the vehicle.



Revised 10/07

BODY STYLES

BODY STYLE	ABBREVIATION	CLASS OF PERMIT	
All-Terrain Vehicle (ATV) Quad, 3 Wheeler or similar	VT	I	
Beach Buggy, Dune Buggy or similar	BB	II	
Sandrail	SR		
Pick-Up, El Camino, Ranchero or similar	PU		
Truck, Flatbed or similar	TK		
Jeep	JP		
Side X Side	SS		
Rhino			
Mule			
Land Cruiser, Suburban, Utility, Sports Utility Vehicle	UT		
Golf Cart	GC		
Van	VA		
Four Door Vehicle	4D		
Two Door Vehicle	2D		
Motorcycle, Moped	MC		III

ORDERING MATERIALS

To order additional materials you must mail the supply order form to Salem. Please mail your order form to:

Oregon Parks and Recreation Department
Attn: ATV Permit Program
725 Summer Street NE, Suite C
Salem, Oregon 97301-1271

1. Filling out the form: Please note--If your supply of permits is exhausted, an urgent email will substitute for this supply order form. In the contents of the email make sure to include the Park name, shipping address, LOCATION CODE where permits are to be distributed, and how many permits.
2. Record your designated FMS location code.
3. Fill in the Park name and shipping address.
4. Record the number of each described item needed. Please remember that **PERMITS COME IN BOOKS OF 25.**
5. Do not write below this line. This is for OPRD-SALEM use only.
6. Authorized employee must sign and date the form.
7. Use the three-part Supply Order Form provided to you.
8. Mail both the white and yellow copies to OPRD and retain the pink copy for your records.
9. The yellow copy will be returned with your order, this is your receipt. Once you receive your order, compare your receipt to the supplies enclosed. If there are any discrepancies, contact Salem right away. Each Agent is responsible for keeping track of all inventory sold and received. Any missing numbers or permits must be reported to Salem immediately. Receive your permits into FMS using your location code.
10. Anticipate two weeks for delivery.
11. Orders are filled in the order that they are received.
12. Permits are always sent via UPS Ground.

Please see example of the order form.

EXAMPLE

1



**ATV PERMIT
SUPPLY ORDER FORM**

2

Agent Number: 500

Send order form to:
Oregon Parks and Recreation Department
ATV Program
725 Summer St NE, Ste C
Salem, OR 97301

3

Agent Name: Jayne's Off-Road

Agent Address: 200 Off Rd.
Hometown, OR 97000

4

QUANTITY	DESCRIPTION	COMMENTS
100	Permits	4 books
2	Monthly Sales Report Form	
2	Supply Order Form	
25	ATV Brochures	1 package
25	ATV Maps	1 package
	Agent Sales Manual	

5

SHADED AREA FOR OPRD USE ONLY			
DATE SHIPPED:		SHIPPED VIA:	
QUANTITY ORDERED	DESCRIPTION	INCLUSIVE NUMBERS (START # — END #)	QUANTITY SHIPPED
		—	
		—	
		—	
		—	
		—	
		—	
		—	
		—	
		—	
		—	

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AGENT SIGNATURE X <u>Jayne Dough</u>	DATE <u>00/00/00</u>
OPRD SIGNATURE X	DATE

White Copy — OPRD Copy
Yellow Copy — Receipt to be returned with order
Pink Copy — Agent, please retain for your records.

63400-2143 (11/04)

ATV CLASSIFICATION
Oregon Revised Statute 801.190 - 194

Class I ATV

- Is 50 inches or less in width **and** has a dry weight of 800 pounds or less.
- Travels on three or more low-pressure tires, has a saddle or seat for the operator, and is designed for, or capable of, cross-country travel over land, water, sand, snow, ice, marsh, swampland, or other natural terrain.

Class II ATV

- Weighs more than 800 pounds,
- Is designed for, and capable of travel cross-country on or over land, water, sand, snow, ice, marsh, swampland, or other natural terrain; and
- Is actually being operated off highway.

Class III ATV

- Has a dry weight of 600 pounds or less, and travels on two tires.

TIPS, TRICKS, & HINTS

One of the most important aspects of selling ATV permits is keeping track of the permit numbers and reporting them in consecutive order. These documents are valuable, controlled items and need to be treated as such. Here are some tips and suggestions to take good care of your permit inventory:

- **STORE PERMITS SO THAT THEY MAY BE ACCESSED IN CONSECUTIVE ORDER.**
- **KEEP ALL PERMIT MATERIALS IN A SECURE AREA.** Limit the number of people who have access to this area.
- **ALLOW PLENTY OF TIME FOR MAILING.** When ordering materials or sending in your monthly sales report, anticipate mailing time. Account for weekends and holidays. Don't wait until the last minute.
- **USE A BALL POINT PEN AND PRESS HARD.** Remember that you are making 3 copies.
- **WRITE LEGIBLY.** Fill out the permit so others can read and understand it. Don't abbreviate or leave out important information.

The most important tip of all:

- **WHEN IN DOUBT, CALL!** If you are unsure about any aspect of issuing a permit or ANYTHING to do with the ATV permit program, please contact us. Call (503) 986-0712 for Max. We are available Monday through Friday 8AM to 5PM. If you reach voice mail, dial "0" and ask the attendant to find someone in the ATV Permit Program to assist you.

SUGGESTIONS

We welcome any suggestions or ideas you may have concerning the ATV Permit Program. Please send your suggestions in writing to:

**Oregon Parks and Recreation Department
Attn: ATV Permit Program
725 Summer Street NE, Suite C
Salem, OR 97301-1271**