

Oregon Parks and Recreation Department



2012
ATV Operating Permit
Agent Sales Manual

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Introduction

The purpose of this manual is to provide ATV Permit Agents with the procedures for issuing Class I, II, III, and IV ATV Permits. Keep this manual available as a reference for everyone that sells ATV Permits.

This manual is also available on our website. Please visit: www.oregonohv.org and click on the link entitled “Permit Agents” then click on the link entitled “2012 ATV Agent Manual”.

ATV Permit Program Staff

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

Donna Fike, Permit Program Specialist	503-986-0717	donna.fike@state.or.us
Jackie Slack, Permit Program Assistant	503-986-0712	jackie.slack@state.or.us

Mail all materials and correspondence to:

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

Agent Agreements

Agents must enter into a written agreement with OPRD for selling permits. The amount of supplies distributed to agents will be at OPRD’s discretion, based on volume of sales and timely submission of monthly sales reports.

Agent Contacts

Agent contacts are those who are authorized to complete and submit supply orders and monthly sales reports. Agents are required to fill out an ATV Permit Sales Contact List before an agent agreement is approved. Any person who is on the agent contact list must have read this manual and/or received training from ATV Permit Program Staff. Agents need to contact OPRD if the contact name changes or if a name needs to be added.

How to Issue ATV Permits

- Do not attach the permit decal to a vehicle or list it on a Monthly Sales Report, until the sale has been finalized.
- Agents shall keep accurate records of all permits received and sold for six (6) years from the date of sale, (*includes permit copies*). You may keep a sales log for your records (*example- page 12*); there is no need to submit this log to OPRD.
- Complete all fields of the permit form using a ballpoint pen; write legibly and press firmly (information must be readable on the pink Seller Copy. If the customer refuses to provide the required information, do not make the sale
- Instruct permit holders to keep the white Customer Receipt with the vehicle when riding.
- If an error is made while issuing a permit or a customer changes his/her mind about the purchase, void the permit by using a permanent marker and writing VOID across the permit card and all permit copies. **DO NOT DESTROY ANY PART OF THE VOIDED PERMIT**, it must be returned to OPRD. See *“Voided Permits” on page 5 and 6 of this manual for further instructions regarding voided permits.*

The numbering on this page corresponds with the example on the following page.

1. Sell permits in numerical sequence.
2. Mark the type of permit as Class I, II, III or IV. (See “Vehicle Class Descriptions” on page 4 of this manual).
3. The Expiration Month must be the same month in which the permit is issued (*see step 8 below*). Validate the permit by also punching out the Expiration Month on the border surrounding the permit decal. Please use a standard single hole-punch only.
4. Enter the Make (*manufacturer*) and Body Style. If the vehicle is homemade, list the MAKE as “Homebuilt”. USE ONLY THE APPROPRIATE CODE LISTED ON THE BODY STYLE CHART provided on the inside divider flap of every permit book and on page 4 of this manual. You may also refer to the ATV Class Determination Guide at the end of this manual for more detailed information regarding Class and Manufacturers.

Class I Body Style is always (VT).

Class II Body Style – (See “Body Style Chart” for correct code).

Class III Body Style is always (MC) - *DMV title/registration uses VT, but on an ATV Permit the Body Style of a Class III vehicle is always (MC).*

Class IV Body Style is always (SS).

5. Enter the Vehicle Identification Number (VIN) provided to you by the owner. If the vehicle is homemade or the customer is unable to provide the VIN, a serial number or description of the vehicle is acceptable.
6. Enter the complete name and mailing address of the vehicle owner. Please do not omit this information and do not abbreviate the name of the city.
7. Enter customer email address
8. Enter the date you are selling the permit in the Date of Issue field.
9. Enter your assigned Agent Number.
10. Enter your initials in the Issued By field.
11. The fee for a permit is \$10.00; if you charge a commission, the total fee is \$10.50. The maximum agent commission is \$.50; therefore, the maximum charge for an ATV Permit is \$10.50.

****NO AGENT SHALL CHARGE MORE THAN \$10.50 FOR A PERMIT****

Per OAR 736-004-0060(4), 736-004-0045(6) & ORS 390.580(5) & ATV Permit Agent Agreement


12. Give the white Customer Receipt and permit decal to the customer; keep the yellow State Parks HQ Copy and submit it with your Monthly Sales Report; retain the pink Seller Copy in the permit book for your records.





AGENTS ARE NOT ALLOWED TO ISSUE DUPLICATE ATV PERMITS

If agents receive a request for replacement of an ATV Permit for any reason, advise the customer to contact ATV Permit Program Staff.

Example Permit

ATV PERMIT
Decal / Permit



Class I 
 Class II 
 Class III 
 Class IV 

THIS PERMIT EXPIRES ON THE LAST DAY OF THE MONTH INDICATED

EXPIRATION DATE
MONTH: Oct YEAR: 2014

VEHICLE DESCRIPTION

MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER
Toyota	TK	47JRN12345678CX91

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

ADDRESS OF OWNER (MAILING ADDRESS)
123 Anywhere Dr.

CITY, STATE, ZIP CODE
Anytown, OR 00000

EMAIL ADDRESS (RECEIVE ONLY NEWS/NOTICES)
atvrider@offroadoregon.com

DATE OF ISSUE: 10-31-12 AGENT NO: 866 ISSUED BY: MS FEE: \$10.50

63400-2145 (9/11)

CUSTOMER COPY REMAINS WITH VEHICLE
This decal must be affixed to the Class I, Class II, Class III or Class IV ATV being operated on lands where it is required. If you lose the decal, you must reapply for a decal and pay the fee. This decal is transferable to another Class I, Class II, Class III or Class IV 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 side x sides, jeeps, trucks 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.

Oregon ATV Permit 2014
EXPIRES ON THE LAST DAY OF THE MONTH INDICATED
Promoting ATV Recreation

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Vehicle Class Descriptions

Class I ATV - as defined in ORS 801.190: a motorized, off-highway recreational vehicle that:

- A. Is 50 inches or less in width;
- B. Has a dry weight of 1,200 pounds or less;
- C. Travels on three or more pneumatic tires that are six inches or more in width and designed for use on wheels with a rim diameter of 14 inches or less;
- D. Uses handlebars for steering;
- E. Has a seat designed to be straddled for the operator; and
- F. Is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland or other natural terrain.

Class II ATV - as defined in ORS 801.193: any motor vehicle that:





- A. Weighs more than or is wider than a Class I all-terrain vehicle;
- B. Is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland or other natural terrain;
- C. Is actually being operated off a highway or is being operated on a highway for agricultural purposes under ORS 821.19 and;
- D. Is not a Class IV all-terrain vehicle.

Class III ATV - as defined in ORS 801.194: a motorcycle that travels on two tires and that is actually being operated off-highway.

Class IV ATV - as defined in ORS 801.xxx means any motorized vehicle that:

- A. Travels on four or more pneumatic tires that are six inches or more in width and that are designed for use on wheels with a rim diameter of 14 inches or less;
- B. Is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland or other natural terrain;
- C. Has non-straddle seating;
- D. Has a steering wheel for steering controls;
- E. Has a dry weight of 1,800 pounds or less; and
- F. Is 65 inches wide or less at its widest point.

May also be referred to as an OHV or Off-Highway Vehicle.

  BODY STYLE CHART  		
BODY STYLE	CODE	CLASS OF PERMIT
All-Terrain Vehicle (ATV), Quad, 3-Wheeler or similar	VT	I
Beach Buggy, Dune Buggy or similar	BB	II
Golf Cart	GC	
Jeep	JP	
Land Cruiser, Suburban, Utility, Sports Utility Vehicle	UT	
Motor Home	MH	
Rock Crawler	RC	
Sandrail	SR	
Truck (<i>pickup</i>), El Camino, Ranchero, Flatbed or similar	TK	
Van	VA	
Two Door Vehicle (<i>do not use for pickup or truck</i>)	2D	
Four Door Vehicle (<i>do not use for pickup or truck</i>)	4D	
Motorcycle, Moped, Mini Bike	MC	III
Side x Side (<i>Rhino, Mule or similar</i>)	SS	IV

Monthly Sales Report

- The Monthly Sales Report is the agent's accounting of permits sold by permit number and the amount of money collected from the first day of each month through the last day of each month.
- A Monthly Sales Report must be submitted each month, even if no permits are sold. Submit only one Monthly Sales Report per month. If you discover permits sold in a previous month, but overlooked on that month's report, include them on the current month's sales report. Please do not prepare a separate report.
- Reports are audited as they are received. Agents are notified of any discrepancies via a Corrected Copy of the report and a Correction Letter. Keep both items for your records; they explain the discrepancy and give directions you must follow in order to correct it.
- Submit both white copies of the Monthly Sales Report; the yellow State Parks HQ Copy of each permit sold; and your payment to the address below.
- Keep the yellow copy of the Monthly Sales Report and the pink Seller Copy of each permit sold, or voided, for your records. You must keep records of all permits received and sold for six (6) years from date of sale.
- Due Date - The report is due in Salem no later than the 10th of each month for permits sold in the previous month. *(For example, the January Monthly Sales Report includes permits sold in January and is due by February 10th)*. Reports not received by the 10th of each month, regardless of weekends or holidays, are considered late.
- VOIDED PERMITS - DO NOT DESTROY VOIDED PERMITS! If you must void a permit, use a permanent marker and write "void" across the permit decal (to prevent re-use) and across the face of all permit copies. Return the permit decal attached to the white Customer Receipt and the yellow State Parks HQ Copy to OPRD with your Monthly Sales Report. Retain the pink Seller Copy in the permit book for your records.

A PERMIT SUBMITTED AS A VOID WITHOUT RETURNING THE ORIGINAL PERMIT DECAL WILL NOT BE CONSIDERED A VALID VOID AND THE AGENT WILL BE RESPONSIBLE FOR THE FULL COST OF THE PERMIT

- Lost/Missing Inventory - Contact OPRD IMMEDIATELY with issues regarding permit inventory. Agents are responsible for keeping track of all permit inventory received from OPRD. If a permit is lost or missing and you are unable to account for it or unable to return the permit decal, list the permit in the ATV PERMITS sold section of the Monthly Sales Report and submit payment.
- Year-End Reconciliation - This process takes place beginning in January of each year. Agents will be notified of any permits assigned to them during the previous year that remain unaccounted for, *(permits not sold, voided, or returned to OPRD)*. Agents are given the opportunity to provide backup information to account for the permits, but are financially responsible for the permit(s) if unable to do so.

Mail report materials to: Oregon Parks and Recreation Department
ATV Permit Program
725 Summer Street NE, Suite C
Salem, OR 97301-1266

How to Fill Out the Monthly Sales Report

- Before you begin to list permits on the Monthly Sales Report, arrange all the yellow State Parks HQ Copies of the permits into numerical order (*lowest number to highest*).
- Then list the permits on the report in numerical order sequence-by-sequence.
- This will help alleviate many of the common mistakes that occur on reports.

The numbering on this page corresponds with the example on the following page.

1. Enter the agent business name, agent number, month and year that you are reporting in the spaces provided.
2. ATV Permits Sold Section - Only list sold permits in this section; never include voided permits here.
 - List permits on the report in numerical order, sequence by uninterrupted sequence. Only break the sequence before a void, missing permit, or change in the number sequence.
 - In the ATV Permits sold section of the report under the column entitled:
Beginning Number : Enter the first permit number of the first uninterrupted sequence of sold permits.
Ending Number : Enter the last permit number of the last permit sold in the same sequence.
 - If there is a break in the number sequence, begin recording the new sequence of permit numbers on the next line. It is not necessary to end a permit sequence based on the ending number of a book of permits. If there is only one permit in a particular sequence, the beginning number and ending number will be the same number.
 - If no permits were sold during the month, do not list any permit numbers on the report; write ZERO SALES and sign, date and submit the report.
3. Voids Returned Section – Report voided permits in the same month in which they occur and list only voided permits in this section.
 - Enter the Beginning Number and Ending Number of the voided permit(s), just as you did in the previous step. Again, if there is only one voided permit, the beginning and ending numbers are the same.
 - The Fee and Amount column for voided permits is always blank or zero because a monetary transaction never occurs for voided permits.
4. Calculate the Number of Permits in each sequence listed on the report using the following formula:
 - Ending Number minus Beginning Number plus 1 equals the Number of Permits in the sequence. (*This number should match a manual count of the permit copies listed in the sequence. If the numbers do not match then something is wrong with the sequence of permits. Check the permit numbers; re-calculate and re-count the permit copies to determine what is causing the discrepancy*).
5. Multiply the Number of Permits by the \$10.00 Fee for each sequence listed and enter the sum in the Amount column.
6. Add up the Amount column and enter the sum in the Subtotal field. The Subtotal should be the same as the total number of permits listed in the ATV Permits Sold Section multiplied by \$10.
7. Adjustments for Prior Month of . . .
 - If you did not receive instructions to make an adjustment, leave this line blank.
 - If you received a Correction Letter and a Corrected Copy of a report from a previous month that indicates an overage or shortage occurred, please follow the instructions in the Correction Letter and enter the month/year and the adjustment amount on this line and add or subtract it from the Subtotal. The sum or difference is the total payment due to OPRD.
8. Enter the sum or difference from step 7 in the Total field.
9. Please be sure to **sign and date the report** and submit the report, permit copies and your payment to OPRD no later than the 10th of each month.

Example

AGENT'S BUSINESS NAME		AGENT'S NUMBER		REPORT FOR MONTH OF		SHADED AREA ▼ FOR OPRD USE ONLY ▼			
Jayne's Off-Road		866		Oct 2012					
CATEGORY	PERMIT SERIAL NUMBERS		NUMBER OF PERMITS	FEE FOR EACH	AMOUNT	NUMBER CLASS 1	NUMBER CLASS 2	NUMBER CLASS 3	
	BEGINNING NUMBER	ENDING NUMBER							
ATV PERMITS	1687582	1687672	91	\$10.00	910.00				
	1687674	1687675	2		20.00				
	1722551	1722551	1		10.00				
VOIDS RETURNED		1687673	1687673	1	—				
SUBTOTAL					940.00				
ADJUSTMENTS FOR PRIOR MONTH OF: Sep 2012				(OVER OR SHORT)	30.00				
AGENT'S CHECK PAYABLE TO: OPRD					TOTAL	970.00			
INSTRUCTIONS: 1. SUBMIT REPORT BY 10th OF MONTH FOLLOWING SALES. 2. SEND BOTH WHITE COPIES TO: OPRD, 725 SUMMER ST. NE STE. C SALEM OR 97301-1266. 3. RETAIN YELLOW COPY FOR YOUR RECORDS. 4. DO NOT WRITE IN SHADED AREA.						DATE REPORT SUBMITTED	11-6-2012		
						AGENT'S SIGNATURE LINE	X [Signature]		

Ordering Materials


To order additional materials complete the Supply Order Form and mail or fax it to:

Oregon Parks and Recreation Department
ATV Permit Program
725 Summer Street NE, Suite C
Salem, Oregon 97301-1266
FAX (503) 986-0648

The numbering on this page corresponds with the example on the following page.

1. Fill in your three-digit agent number.
2. Fill in your agent/business name and physical location. Supplies are shipped via UPS, which requires a physical location, not a post office box.
3. Indicate the quantity of each item you are requesting (*ATV Permits come in books of 25*).
4. Do not write below this line, this shaded area of the form is for OPRD-Salem use only.
5. An authorized agent contact must sign and date the supply order form.
 - Use the three-part supply order form provided to you.
 - Mail both the white and yellow copies to OPRD; retain the pink copy for your records; the yellow receipt copy will be returned with your supplies.
 - Upon receiving your shipment of supplies, compare your receipt to the supplies received. Agents are responsible for keeping track of all permit inventory received from OPRD. Therefore, if you find any discrepancies or missing permits in the supplies received from OPRD, contact the Permit Program Staff immediately.
 - Monitor your supply of permits and anticipate one week for delivery. The one-week period will usually be shorter, but emergency requests for permits cannot always be accommodated.
 - Supply orders are filled in the order that they are received.
 - Permits are considered controlled inventory and are always sent via UPS Ground.
 - Supplies will not be sent “overnight” for any reason, even at the expense of the agent.

Example



ATV PERMIT SUPPLY ORDER FORM

Agent Number: 866

Agent Name: Jayne's Off-Road

Agent Address: 200 Off-Road
Hometown, OR 97000

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

QUANTITY	DESCRIPTION	COMMENTS
225	Permits	
5	Monthly Sales Report Form	
2	Supply Order Form	
60	ATV Laws & Rules Oregon OHV Guide	can be ordered • individually • 15 per bundle • 150 per box
	ATV Maps	
	Agent Sales Manual	

SHADED AREA FOR OPRD USE ONLY

DATE SHIPPED:	SHIPPED VIA:

QUANTITY ORDERED	DESCRIPTION	INCLUSIVE NUMBERS (START # — END #)	QUANTITY SHIPPED
		—	
		—	
		—	
		—	
		—	
		—	
		—	
		—	
		—	
		—	

AGENT SIGNATURE J. Dough

OPRD SIGNATURE X

DATE 11-6-2012

DATE

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

63400-2143 (10/09)

1

2

3

4

5

Revised November 2011

9

Returning Unused Inventory

The Unused & Returned Permit Inventory form is to be completed anytime unused/un-issued ATV Permits are returned to OPRD.

Under what circumstances would an agent return inventory?

- In January, each agent is provided with a new supply of permits because the previous year's permits are no longer for sell; therefore, they must be returned to OPRD.
- Termination of the agent agreement by the agent or OPRD.
- Recall of permits by OPRD for any reason.

The numbering below corresponds with the example on the following page.

1. Check the ATV Permits box on the upper right hand corner of the form.
2. Enter the Agent Business Name and Agent Number.

Before completing the remainder of the form, arrange the permits (*and/or permit books*) that you are returning to OPRD into numerical order. This will make it easier to list the permits on the form in numerical order, sequence by uninterrupted sequence.


3. Enter the permit number of the first permit in the sequence as the Beginning Number on the first line of the form; then enter the permit number of the last permit in the same uninterrupted sequence as the Ending Number.
4. If there is a break in the sequence, begin a new line of entry with the first permit number in the next sequence. Continue listing permits until you reach the last permit you are returning.
5. Total the number of permits per sequence in each row under Number of Permits.
6. Total the column under Number of Permits. The Total should match a manual count of all permits you are returning to OPRD. Please note: The shaded area is for OPRD verification of returned permit inventory.
7. Sign and date the form.

If you have used only a portion of the book, return only the unused permits with the original permit decals and all corresponding copies to OPRD. You are to keep the pink Seller Copy of any permits issued out of the same book.

Mail all unused permit inventory along with the white and yellow copy of the Unused & Returned Permit Inventory form to:

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

Example



3784

UNUSED & RETURNED PERMIT INVENTORY

ATV PERMITS
 DAY USE PERMITS

AGENT BUSINESS NAME <i>Jaynes Off-Road</i>		AGENT # <i>866</i>	SHADED AREA FOR OPRD USE ONLY		
PERMIT SERIAL NUMBERS		NUMBER OF PERMITS	PERMIT SERIAL NUMBERS		NUMBER OF PERMITS
BEGINNING NUMBER	ENDING NUMBER		BEGINNING NUMBER	ENDING NUMBER	
<i>1726701</i>	<i>1726775</i>	<i>75</i>			
<i>1726827</i>	<i>1726833</i>	<i>7</i>			
	TOTAL	<i>82</i>		TOTAL	

AGENT SIGNATURE <i>[Signature]</i>	DATE <i>1-10-2013</i>
OPRD SIGNATURE	DATE

63400-2157(01-05)

WHITE COPY: OPRD COPY
 YELLOW COPY: RECEIPT TO BE RETURNED TO AGENT
 PINK COPY: AGENT RETAIN FOR YOUR RECORDS

RETURN UNUSED SUPPLIES TO: OREGON PARKS AND RECREATION DEPT.
 PERMIT PROGRAM
 725 SUMMER STREET NE, STE C
 SALEM, OREGON 97301

Tips, Tricks and Hints

One of the most important aspects of being an ATV Permit Agent is keeping track of the permit numbers and reporting them in consecutive order. These documents have a monetary value and need to be treated as such.

Here are some tips and suggestions to take good care of your permit inventory:

- Store permits so they may be accessed in consecutive order.
- Keep all permit materials in a secure, locked area and limit the number of people that have access to this area.
- Keep accurate accounting records. Customer fees, except for the agent commission fee, collected from the sale of permits must be held separately from all other funds, or clearly identified in an accounting system.
- Allow plenty of time for mailing; when ordering materials or sending in your sales report anticipate mailing time and account for weekends and holidays. Do not wait until the last minute.
- Use a ballpoint pen and press firmly.
- Write legibly; fill out the permit so others can read and understand it. Do not abbreviate or leave out important information.
- Permits remain the property of OPRD.
- Permits are not transferable between agents and are to be sold from the business location(s) listed on the ATV Operating Permit Agent Agreement. If an agent relocates, changes the name of the business, or transfers ownership of the business, please notify OPRD immediately.

When in doubt, call! If you are unsure about any aspect of issuing a permit or filling out the sales report, please contact us:

Donna 503-986-0717 or Jackie (503-986-0712
donna.fike@state.or.us jackie.slack@state.or.us

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
ATV Permit Program
725 Summer StreetNE, Suite C
Salem, OR 97301-1266



ATV VEHICLE CLASS DETERMINATION GUIDE 2012 Edition

This Guide is produced by the Oregon Parks and Recreation Department (OPRD) and is intended for use by OPRD Staff and ATV Permit Agents. The Guide is not available for general public distribution. This Guide will help you to accurately record vehicle class information (I, II, III or IV) for ATV permit sales. Accurate information regarding ATV vehicle class is necessary in order to comply with Oregon ATV Laws and Rules.

DISCLAIMER – This document is provided as a *general guide* to facilitate proper sale of ATV permits to the public. All diligent effort has been made for accuracy. However, Oregon Parks and Recreation Department (OPRD) assumes no liability for errors or omissions that may appear in this document. It is the sole responsibility of the customer to provide to OPRD or its vendors the necessary information to accurately process the sale of ATV permits. Information in this document is subject to change.

NEW CLASS OF ATV VEHICLE ADDED!

USING THIS GUIDE

Many ATV Models (especially larger Go-Carts, large ATV's and all side-by-sides) that were previously classified as Class II are now Class IV (see next few pages).

Besides this Guide, be sure to check the Body Styles Chart in the front part of this Sales Manual for it can provide information on vehicle classes as well. If you have any doubt about vehicle class or body style, please cross check information in the Body Styles Chart with the tables in this Vehicle Class Determination Guide. **Be sure to pay close attention to the new ATV Vehicle Class Definitions given in this Guide.**

This Guide includes lists of Models and Makes (Manufacturers). For models or manufacturers not in this Guide, you may wish to check the Web. Some foreign manufacturers are not listed in this Guide because many manufacturers change hands or go out of business. Model names may also change frequently or be discontinued.

Only ATV Vehicle Classes I, II and IV ATV's are listed in this Guide. Class III (Two-wheeled vehicles – motorcycles and dirt bikes) are not listed here.

THIS GUIDE IS DIVIDED INTO THREE PARTS:

- 1. ATV Vehicle Class Definitions**
- 2. Product Model (alphabetical order) referenced to Make (Manufacturer)**
- 3. Manufacturer (alphabetical), Product Model and ATV Class to which each model belongs.**

PART 1 – CLASSES OF OFF-ROAD / ALL-TERRAIN VEHICLES

NOTE: Class IV is a new ATV Vehicle Class created by the 2011 Oregon Legislative session. Vehicle Classes I, II and III were also changed and redefined. Please familiarize yourself with the new changes, listed below.

CLASS I VEHICLE – Class I All-Terrain Vehicle means a motorized, Off-highway recreational vehicle that:

- **Is 50 inches or less in width AND has a dry weight of 1,200 pounds or less;**
- **Uses handlebars for steering;**
- **Has a seat designed to be straddled for the operator;**
- Travels on three or more pneumatic tires that are six inches or more in width and that are designed for use on wheels with a rim diameter of 14 inches or less.
- Is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland or other natural terrain.

CLASS II VEHICLE – Class II All-Terrain Vehicle means any motor vehicle that:

- **Weighs more than or is wider than a Class I all-terrain vehicle;**
- **Is not a Class IV all-terrain vehicle. (See below)**
- Is actually being operated off a highway or is being operated on a highway for agricultural purposes under ORS 821.191;
- Is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland or other natural terrain;

CLASS III VEHICLE – Class III All-Terrain Vehicle means a motorcycle that travels on two tires and that is actually being operated off-highway.

Motorcycles which travel on three wheels (Can-Am Spyder or motorcycles with sidecars), **are not Class III all-terrain vehicles** under Oregon vehicle law. [Ref. ORS 801.365; ORS 801.194 (updated 2011)]

CLASS IV VEHICLE – Class IV All-Terrain Vehicle is any motorized vehicle that:

- **Has non-straddle seating;**
- **Has a steering wheel for steering control;**
- **Has a dry weight of 1,800 pounds or less;**
- **Is 65 inches wide or less at its widest point.**
- Travels on four or more pneumatic tires that are six inches or more in width and that are designed for use on wheels with a rim diameter of 14 inches or less;
- Is designed for or capable of cross country travel on or immediately over land, water, sand, snow, ice, marsh, swampland or other natural terrain.

PART 2 – PRODUCT MODEL AND MAKE (MANUFACTURER)

Model Names are listed in alphabetical order followed by Make (Manufacturer).

Only Class I, II and IV vehicles are listed. Not all model names are listed in this Section. If you do not find the model name here, check the Manufacturer list in Part 3 of this Guide to determine the class of vehicle.

NOTE– Some model names may be similar or the same for different manufacturers. An example is the name "Predator" used by both Polaris and Triton. Always check with the customer as to the make of the vehicle.

MODEL		MAKE (MFR.)	MODEL		MAKE (MFR.)
ATK		ATK	Buck		John Deere
Ausa Vehicle	Utility	Kazuma	Buffalo		Max ATV
Avenger		Argo	Can-Am		Can-Am
Baja		Baja	Centaur Vehicle	Utility	Argo
Bayou		Kawasaki	Cobia 50		Dinli
Beamer		Eton America	Commander		Can-Am
Beast 90/110		Dinli	Cross X models		Adly Moto
Big Bear		Yamaha	Desert Cat		AMS/Amstrong
Blazer (Buggy)		Kasea	Diamond 50/90	Back	Dinli
Bobcat Vehicles	Utility	Bobcat	Dino 50		Dinli
Bombardier		Can-Am	Dolphin		AMS/Amstrong
Breeze (Polaris Breeze)		Polaris	DRR		DRR Inc.
Brute Force		Kawasaki			

MODEL	MAKE (MFR.)	MODEL	MAKE (MFR.)
E-Merge	Tomberlin	Kazuma	Kazuma
Eiger	Suzuki	KingQuad	Suzuki
Eton	Eton America	Kubota	Kubota
Fireball	AMS/Amstrong	Kymco	Kymco USA
Frontier	Argo	Long Chang	Jinan Longchang
Gas Gas	Gas Gas	Magnum	Polaris
Gator	John Deere	Manx	Manx
Grizzly	Yamaha	Max 6-wheel Amphibious	Max ATV
Hawk I / Hawk II	Kasea	Maxxer	Kymco
Hensim	Hensim	Mini AB Buggy	Kasea
Honda ATV's	Honda America	Mini-Q	AMS/Amstrong
Interceptor	Adly Moto	Mongoose	Kymco
JP 50	Dinli	MudPro	Arctic Cat
Jetmoto	Jetmoto	Mule	Kawasaki
Joyner (Side-by-Sides & Sand Buggies)	Joyner	MX Motorsports	Can-Am
KFX	Kawasaki	Outlander	Polaris
KTM	KTM	Overland	Suzuki
Kasea	Kasea	Ozark	Polaris
Kawasaki ATV's	Kawasaki		

MODEL	MAKE (MFR.)	MODEL	MAKE (MFR.)
Predator	Polaris	Suzuki Quads	Suzuki
Predator	Triton All Terrain		
Prowler	Arctic Cat	Teryx	Kawasaki
Q (All models)	Adly Moto	Thundercat	Arctic Cat
QuadRacer	Suzuki	Tomberlin	Tomberlin
Ranger – Models Include RZR (Razor)	Polaris	Trail Blazer	Polaris
Raptor	Yamaha	Trail Boss	Polaris
Razor (RZR) – See Ranger, above. Don't confuse with Razor Scooters	Polaris	Treker	Land Pride
Renegade	Can-Am	Vanish E-UTV	Tomberlin
Rhino Side-by-Side	Yamaha	Vector	Eton America
Roketa	Roketa	Viper	Eton America
Rover	Eton America	Wolverine	Yamaha
Phoenix	Polaris	Yamaha	Yamaha
Punisher Go-Kart	Tomberlin	Yerf-Dog	Yerf-Dog
Scrambler	Polaris	YFZ	Yamaha
Skyhawk (ATV)	Kasea	Yukon	Eton America
Sportsman	Polaris	Zebra	AMS/Amstrong
Spyder	Can-Am		

PART 3 – MANUFACTURER, PRODUCT MODEL AND ATV CLASS

ATV makes (manufacturers) are listed here in alphabetical order together with model names and the ATV classes (I, II or IV) to which they belong. Class III vehicles (motorcycles and dirt bikes) are not included.

MAKE	PRODUCT MODEL & VEHICLE CLASS
ADLY MOTO Reviewed-Updated 10-12-11 www.adlymoto.com/usa/About%20Adly.html	ATV's – Class I
AMS / AMSTRONG Reviewed-Updated 10-12-11 http://amstrong.fuzing.com/	ATV's – Class I
APEX MOTOR USA Reviewed-Updated 10-12-11 www.apexatv.com	ATV's – Class I
ARCTIC CAT Reviewed-Updated 10-12-11 www.arctic-cat.com/atv	<ul style="list-style-type: none"> • Class I – Arctic Cat models are Class I except for the Prowler, see below. • Class IV – Prowler, all models.
ARGO Reviewed-Updated 10-12-11 www.argoatv.com/default.aspx	All recreational vehicles – Class IV
ATK Reviewed-Updated 10-12-11 www.atkusa.com	ATV's – Class I
BAJA MOTORSPORTS Reviewed-Updated 10-12-11 www.bajamotorsports.net	<ul style="list-style-type: none"> • All ATV's – Class I • All Go-Karts – Class IV
BOBCAT [Utility Vehicles] Reviewed-Updated 10-12-11 http://bobcat.com	Some are Class IV. Others are not classified.

MAKE	PRODUCT MODEL & CLASS
CAN-AM – BOMBARDIER Reviewed-Updated 10-12-11 www.brp.com/en-US/BrandSelect.htm	<ul style="list-style-type: none"> • All regular ATV's are Class I. Includes models DS, Youth, Outlander, Renegade. • Commander side-by-sides – Class IV • Spyder – Class II. (Has three wheels and looks similar to a motorcycle)
DRR ATV'S Reviewed-Updated 10-12-11 www.bestkidsatvs.com	ATV's – Class I
ETON AMERICA Reviewed-Updated 10-12-11 www.etonamerica.com/index8.htm	<ul style="list-style-type: none"> • All ATV – Class I • Rover Utility Carts – Class I
GAS GAS Reviewed-Updated 10-12-11 www.gasgas.com/index.shtml (Quads no longer on website)	ATV's – Class I
HENSIM Reviewed-Updated 10-12-11 www.hensimusa.com	All sport and utility models are Class I
HONDA Reviewed-Updated 10-12-11 http://powersports.honda.com/offroad.aspx	<ul style="list-style-type: none"> • Sport and Utility vehicles – Class I except Big Red – see below. • Big Red MUV (Multipurpose Utility Vehicle) – Class IV
JETMOTO Reviewed-Updated 10-12-11 www.jetmotousa.com	ATV and UTV vehicles – Class I except the 400 CC UTV with roll bar which is Class IV.
JOHN DEERE Reviewed-Updated 10-12-11 Gator Utility Vehicles– www.deere.com/en_US/ProductCatalog/FR/category/FR_GATORFR.html	<ul style="list-style-type: none"> • Buck ATV's (discontinued after 2006): <ul style="list-style-type: none"> – Class I Models: 500 series, 650 Auto, 650 EX – Class II Model: 650 EXT • Gator Utility Vehicles – Class IV

MAKE	PRODUCT MODEL & VEHICLE CLASS
KAWASAKI Reviewed-Updated 10-12-11 www.kawasaki.com/Products/ATVs.aspx	<ul style="list-style-type: none"> • ATV's – All Sport and Sport Utility Models are Class I. • Mule (Utility Vehicle) – Class IV • Teryx (Recreation Utility) – Class IV
KAZUMA Reviewed-Updated 10-12-11 www.kazumausa.com	All ATV's – Class I
KTM Reviewed-Updated 10-12-11 http://www.ktm.com/us/ready-to-race.html	All ATV's – Class I
KUBOTA Reviewed-Updated 10-12-11 www.kubota.com/	Kubota Utility Vehicles and Tractors – Class IV
KYMCO Reviewed-Updated 10-12-11 www.kymcousa.com/off_road.html	<ul style="list-style-type: none"> • ATV's – Class I including the Mongoose • Side-by-Sides – Class IV
LAND PRIDE Reviewed-Updated 10-12-11 http://www.landpride.com/products/prod_uv/prod_trek10.html	Treker Utility Vehicles – Class IV
LONG CHAN – Jinan Longchang Sports Vehicle Manufacturer Reviewed-Updated 10-12-11 http://zl6942.en.ecplaza.net/ This is a sales website but not the company site.	<ul style="list-style-type: none"> • ATV's – Class I • Go-Carts – Class IV • Utility Vehicles (UTV's): <ul style="list-style-type: none"> - 4-wheel Utility ATV is Class I - 6-wheel Utility ATV is Class IV
MEYERS MANX Reviewed-Updated 10-12-11 www.meyersmanx.com/index.shtml	Manx Dune Buggy – Class IV
MAX ATV'S – Recreative Industries Inc. Reviewed-Updated 10-12-11 www.maxatvs.com	All vehicles – Class IV

MAKE	PRODUCT MODEL & VEHICLE CLASS
<p>POLARIS Reviewed-Updated 10-12-11 www.polarisindustries.com/en-us/Vehicles/Pages/Home.aspx</p>	<ul style="list-style-type: none"> • Outlaw – Class I • Phoenix – Class I • Predator – Class I • Sportsman – Class I except for the Sportsman Big Boss, below. • Sportsman Big Boss 6x6– Class II • Ranger & Ranger RZR (“Razor”) including Youth Model 170 – Class IV • Scrambler– Class I • Trail Blazer– Class I • Trail Boss– Class I • Magnum (from year 2005)– Class I • Polaris Breeze (2010) – Class IV
<p>ROKETA Reviewed-Updated 10-12-11 www.roketa.com/index.shtml</p>	<ul style="list-style-type: none"> • ATV's – Class I except for models: <ul style="list-style-type: none"> - 13 (L6F) & 13A (L6F) – Class II - 13AB (L6F) – Class II - GK-32 (KTX-800) L54 – Class II • Go-Karts – Class IV • Utility Vehicles – Class IV
<p>SUZUKI Reviewed-Updated 10-12-11 www.suzukicycles.com/Products/QuadRunnerATVs/Default.aspx</p>	<p>All ATV's – Class I</p>
<p>TOMBERLIN Reviewed-Updated 10-12-11 www.tomberlin.net/#/section/home</p>	<ul style="list-style-type: none"> • Tomberlin SDX ATV – Class I • Punisher Go-Kart – Class IV • Vanish, Anvil and E-Merge Vehicles – Class IV
<p>TRITON Reviewed-Updated 10-12-11 www.tritonatv.com</p>	<p>Predator 8-wheel vehicle – Class IV</p>

MAKE	PRODUCT MODEL & VEHICLE CLASS
<p>YAMAHA Reviewed-Updated 10-12-11</p> <p>Sport ATV's – www.yamaha-motor.com</p> <p>Grizzly and Rhino Vehicles – www.yamaha-motor.com/outdoor/products/lifestylehome/home.aspx</p>	<ul style="list-style-type: none"> • Sport ATV's– Class I • Grizzly Utility ATV – Class I • Rhino Side-by-Side – Class IV
<p>YERF-DOG Reviewed-Updated 10-12-11 www.yerf-dog.com/index.html</p>	<ul style="list-style-type: none"> • ATV's – Class I. • Go-Karts – Class IV • Utility Vehicles – Class IV

For Questions about the ATV Agent Sales Manual and/or the ATV Vehicle Class Determination Guide, contact Oregon Parks and Recreation Department in Salem at 503-986-0707.

WWW.OREGONOHV.ORG

