

# MAINE STATE LEGISLATURE

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**STATE OF MAINE  
127<sup>th</sup> LEGISLATURE  
SECOND REGULAR SESSION**

**REPORT OF THE HAYRIDE SAFETY STAKEHOLDERS GROUP**

**Joint Standing Committee on Criminal Justice and Public Safety  
And  
Committee on Transportation**

**MARCH 2016**

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## EXECUTIVE SUMMARY

D. 1057, Resolve, To Review and Report Recommendations on the Safety of Motorized Farm Rides Provided for a Fee to the Public, tasked the State Fire Marshal's Office and the Maine State Police to convene a broadly representative group of stakeholders to review methods of ensuring the safety of the public on motorized hayrides, pumpkin rides and other farm rides that are offered for a fee to the public on farms and rural lands.

The efforts of the stakeholders group were focused on review of any existing requirements in other States, of which none were found. Additionally a review of the hayride opportunities presently available in the State were evaluated with a number of events being advertised publically; yet many were known to be available and yet only locally known through word of mouth. Given these various circumstances it was determined by the stakeholders group that a significant program of registration and permitting would be required if oversight were to be undertaken. Such a capacity for this type of service is presently not available within the resources of either agency at the present time.

Most difficult to overcome for oversight of this venue would be the lack of a substantive standard by which to inspect and enforce. As many of these tow vehicles are not used on public roads, there is no criteria for operational requirements other than the manufacturers' recommendations and guidelines. Thus the State would be required to develop their own with no measureable engineering guidelines to go by.

Assistance, in the form of safety recommended practices, to the general public and ride operators was determined by the stakeholders group to be the best practice the State of Maine could offer. This practice appears to be consistent with practices in other States and provides information allowing the general public and rider operators to make informed decisions as to the safety afforded the general public.

## HAYRIDE SAFETY STAKEHOLDERS GROUP

### Participant

Joseph Thomas  
Richard McCarthy  
Lt. Bruce Scott  
Allen Additon  
Rusty Weymouth  
Fred Lunt  
Pam Cahill  
Bob Clark  
Pam Vaillancourt  
Bill Clark  
Dale Fairbanks

### Organization Represented

State Fire Marshal's Office  
State Fire Marshal's Office  
Maine State Police  
Maine Department of Agriculture  
Maine Association of Agricultural Fairs  
Maine Fair Association  
Maine Campground Owners Association  
Maine Antique Tractor Club  
Maine Antique Tractor Club  
Maine Antique Tractor Club  
Maine Antique Tractor Club

STATE OF MAINE

—  
IN THE YEAR OF OUR LORD  
TWO THOUSAND AND FIFTEEN

—  
H.P. 726 - L.D. 1057

**Resolve, To Review and Report Recommendations on the Safety of  
Motorized Farm Rides Provided for a Fee to the Public**

**Sec. 1. Review. Resolved:** That the State Fire Marshal, or the State Fire Marshal's designee, and the Chief of the Maine State Police, or the chief's designee, shall work together as cochairs to convene a broadly representative group of stakeholders to review methods of ensuring the safety of the public on motorized hayrides, pumpkin rides and other farm rides that are offered for a fee to the public on farms and rural land. The stakeholder group shall review requirements applicable to motorized vehicles that pull rides, trailers and wagons on which the public sits or stands. The stakeholder group shall review the requirements in effect in the State of Rhode Island, the status of proposed standards for hayrides developed by the American Society for Testing and Materials and the laws of this State that apply to motor vehicles; and be it further

**Sec. 2. Report. Resolved:** That the Office of the State Fire Marshal and the Maine State Police shall prepare a report and submit it to the Joint Standing Committee on Criminal Justice and Public Safety and the Joint Standing Committee on Transportation by February 1, 2016. The report must contain a description of the work undertaken by the stakeholder group and any findings and recommendations agreed upon by the stakeholders. Following review of the report the Joint Standing Committee on Criminal Justice and Public Safety and the Joint Standing Committee on Transportation may each separately submit legislation to the Second Regular Session of the 127th Legislature.

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Date: (Filing No. H- )

**CRIMINAL JUSTICE AND PUBLIC SAFETY**

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**STATE OF MAINE  
HOUSE OF REPRESENTATIVES  
127TH LEGISLATURE  
FIRST REGULAR SESSION**

COMMITTEE AMENDMENT " " to H.P. 726, L.D. 1057, Bill, "An Act To Increase the Safety of Amusement Rides"

Amend the bill by striking out the title and substituting the following:

**'Resolve, To Review and Report Recommendations on the Safety of Motorized Farm Rides Provided for a Fee to the Public'**

Amend the bill by striking out everything after the title and before the summary and inserting the following:

**'Sec. 1. Review. Resolved:** That the State Fire Marshal, or the State Fire Marshal's designee, and the Chief of the Maine State Police, or the chief's designee, shall work together as cochairs to convene a broadly representative group of stakeholders to review methods of ensuring the safety of the public on motorized hayrides, pumpkin rides and other farm rides that are offered for a fee to the public on farms and rural land. The stakeholder group shall review requirements applicable to motorized vehicles that pull rides, trailers and wagons on which the public sits or stands. The stakeholder group shall review the requirements in effect in the State of Rhode Island, the status of proposed standards for hayrides developed by the American Society for Testing and Materials and the laws of this State that apply to motor vehicles; and be it further

**Sec. 2. Report. Resolved:** That the Office of the State Fire Marshal and the Maine State Police shall prepare a report and submit it to the Joint Standing Committee on Criminal Justice and Public Safety and the Joint Standing Committee on Transportation by February 1, 2016. The report must contain a description of the work undertaken by the stakeholder group and any findings and recommendations agreed upon by the stakeholders. Following review of the report the Joint Standing Committee on Criminal Justice and Public Safety and the Joint Standing Committee on Transportation may each separately submit legislation to the Second Regular Session of the 127th Legislature.'

**COMMITTEE AMENDMENT**

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**SUMMARY**

This amendment replaces the bill with a resolve. The resolve directs the State Fire Marshal and the Chief of the Maine State Police to work together as cochairs to convene a broadly representative group of stakeholders to review methods of ensuring the safety of the public on motorized hayrides, pumpkin rides and other farm rides that are offered for a fee to the public on farms and rural land. The resolve requires the Office of the State Fire Marshal and the Maine State Police to prepare a report and submit it to the Joint Standing Committee on Criminal Justice and Public Safety and the Joint Standing Committee on Transportation by February 1, 2016. Following review of the report, the Joint Standing Committee on Criminal Justice and Public Safety and the Joint Standing Committee on Transportation are authorized to separately submit legislation to the Second Regular Session of the 127th Legislature.

**FISCAL NOTE REQUIRED**

(See attached)





Paul R. LePage  
GOVERNOR

STATE OF MAINE  
Department of Public Safety  
Office of State Fire Marshal  
52 State House Station  
Augusta, ME 04333-0052

John E. Morris  
COMMISSIONER

Joseph E. Thomas  
STATE FIRE MARSHAL

March 16, 2016

Senator Kimberly Rosen  
Representative Lori Fowle  
Chairs, Joint Standing Committee on  
Criminal Justice and Public Safety  
100 State House Station  
Augusta, Maine 04333

Senator Ronald Collins  
Representative Andrew Mclean  
Chairs, Joint Standing Committee on  
Transportation  
100 State House Station  
Augusta, Maine 04333

Re: L.D. 1057 Resolve, To Review and Report Recommendations on the Safety of Motorized Farm Rides  
Provided for a Fee to the Public

Dear Senators, Rosen, Collins, Representative Fowle, Mclean  
And Members of the Joint Standing Committee on  
Criminal Justice and Public Safety and Transportation

In accordance with the provisions of L.D.-1057 a group of stakeholders met to discuss and make recommendations on the safety of motorized farm rides provided for a fee to the public. The following groups had representation at the meeting Maine State Police, Office of State Fire Marshal, Department of Agriculture, Campground Association, Maine Association of Agricultural Fairs, and The Maine Antique Tractor Club. In the process of convening this group multiple other agencies and groups were contacted but did not provide representation at this meeting.

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PREVENTION \* LAW ENFORCEMENT \* RESEARCH

OFFICES LOCATED AT: 45 CIVIC CENTER DRIVE, AUGUSTA, MAINE 04330  
(207) 626-3870 ADMINISTRATION/ INVESTIGATIONS (207) 287-3659 TDD (207) 287-6251 FAX  
(207) 626-3880 INSPECTIONS/ PLANS REVIEW

During the meeting several topics were discussed, the following list is a breakdown of major issues that were covered.

1. Permitting process-(Application, fee, enforcement, records, insurance requirements)
2. Inspection process-(Inspection of trailer, Inspection of tow vehicle, verification of towing capacity)
3. Staffing and jurisdiction-(which agency has expertise in the subject matter)

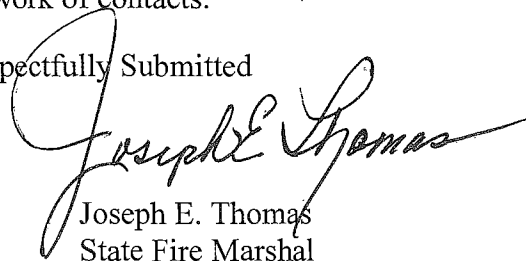
Currently there is no agency within the State of Maine who oversees motorized farm rides. The Maine State Police oversee the inspections of vehicles and trailers that operate on our public roads and our office oversees mechanical rides. Both of these activities are either license or permitted by one of the two agencies. When the permitting process was looked at one issue is the large number of motorized farm rides that are out there from an informal survey of several farms and orchards the number could reach upwards of 250-400 separate motorized farm rides. These locations ranged from farms to apple orchards to pumpkin growers to the agricultural fairs. A fee based system would have to be put in place to cover expenses since neither the MSP or SFMO have funding to cover such a task.

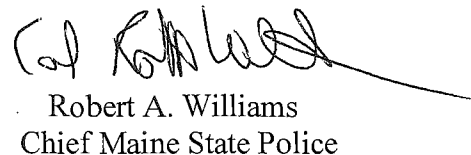
Under the Inspection process multiple road blocks are present to instituting a program in Maine. The first is a lack of a standard; ASTM just released a first draft of a standard to address this type of activity. The standard itself basically relies on the manufacturer of the tow vehicle and the trailer for guidance on maximum capacities. This is difficult when many rides utilize tractors that do not have a published towing capacity such as a truck would have. Also the trailers used also are designed for cargo and not passengers so capacities are expressed in pounds not numbers of people. Also unlike vehicles that get a State inspection many of these tow vehicles are not licensed to be used on our highways so any inspection would have to be performed onsite, thus not being able to use the current inspection program that is in place now.

Both the MSP and SFMO would require additional staff to undertake a program of this size. The inspectors assigned to this task would be required to obtain specialized training in a multitude of disciplines to cover the wide variety of vehicles used. The antique tractor group shared a number of guidelines they use when towing people at Fairs but all are based on rule of thumb or best practices, making enforcement nearly impossible. With the lacking of tow vehicle standards to go by would make this undertaking difficult to say the least.

The Stakeholders group agreed that at the current time there is very little that can be done to regulate motorized farm rides. During the discussions all at the table agreed that some sort of safety guidelines can be made available for those wishing to have such rides for the public. Many States issue general information to assist owners with operating safely. This was something that all stakeholders would like to see offered, but at this time none thought that regulation would be possible or feasible to be accomplished. It is the intent of the State Fire Marshal's Office to make hayride safety materials and resources available on the FMO Website and also distribute these materials through the Stakeholder group network of contacts.

Respectfully Submitted

  
Joseph E. Thomas  
State Fire Marshal

  
Robert A. Williams  
Chief Maine State Police

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PREVENTION \* LAW ENFORCEMENT \* RESEARCH

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# DRAFT

## **Standard Guide for Operation of Hayride Attractions**

This standard is issued under the fixed designation X XXXX; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon ( $\epsilon$ ) indicates an editorial change since the last revision or reapproval.

### **1. Scope**

1.1 The purpose of this practice is to delineate requirements regarding the operation, of hayride attractions with the primary purpose of entertainment, recreation or agritourism.

1.2 This standard applies to hayride attractions used primarily in entertainment, recreational or agritourism applications. Such applications include but are not limited to family entertainment centers, camps, shopping centers, malls, seasonal attractions, pumpkin patches, corn mazes, tree farms, temporary special events, fairs, carnivals and municipal parks.

1.3 This practice establishes guidelines that will provide a level of conformity for the purpose of reducing potential hazards to patrons, attendants, actors and spectators.

1.4 This standard does not purport to address all of the hazards associated with hayride attractions. The standard's existence alone will not prevent injuries. Like other physical activities, hayride attraction use involves the risk of injury, particularly if the equipment is used improperly or if users fail to follow the posted rules or fail to follow attendant's instructions.

1.5 The text of this standard references notes and footnotes which provide explanatory material. These notes and footnotes (excluding those in tables and figures) shall not be considered as requirements of the standard.

1.6 This practice includes an annex (mandatory), which provides additional information (for example, rationale, background, interpretations, drawings, commentary, and so forth) to improve the user's understanding and application of the criteria presented in this practice. The annex information shall be interpreted as mandatory criteria.

1.7 This practice includes an appendix (non-mandatory), which provides additional information (for example, rationale, background, interpretations, drawings, commentary, and so forth.) to improve the user's understanding and application of the criteria presented in this practice. The appendix information shall not be interpreted as mandatory criteria.

1.8 This standard includes the following sections:

	Section
Scope	1
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Terminology	3
Significance and Use	4
Equipment	5
Equipment Inspections	6
Maintenance of Tow Vehicles and Wagons/Trailers	7
Driver Training	8
Trail Grooming and Inspection	9
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Communication System	12
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Employee/Actor Safety	16
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Annex	Annex A1
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1.9 *Units* — *The values stated in inch-pound units are to be regarded as standard. The values given in parentheses are mathematical conversions to SI units that are provided for information only and are not considered standard.*

1.10 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

## **2. Referenced Documents**

2.1 *ASTM Standards: NONE*

## **3. Terminology**

3.1 hayride attraction, n— an experience in which passengers board a wagon or trailer, typically a wagon filled with straw or hay, and are taken on a journey. The wagon or trailer is typically pulled by a farm tractor.

3.2 Agritourism, n— the act of conducting an activity for the enjoyment of the public that is related in some way to agriculture.

## **4. Significance and Use**

4.1 This practice is intended to provide consistent criteria, references and operational considerations in the specifications, management and construction of hayride attractions.

4.2 This practice is intended to be taken into consideration by architects, designers, engineers, construction contractors, manufacturers, appropriate inspectors, owners and operators who are involved with the design, construction, manufacture, installation, operation, maintenance, inspection or major modification of hayride attractions.

4.3 This practice does apply to hayride attractions commonly referred to as a hayrides.

4.4 This practice does apply to hayride attractions used as an element or in combination with another hayride attraction, corn maze, zombie walk, paintball game, tree harvesting farm, seasonal attraction, haunted house, haunted attraction, fair, exposition or agritourism event.

4.5 This practice does apply to hayride attractions used primarily in off road applications, fixed courses or designated areas.

4.6 This practice does not apply to hayrides attractions designed exclusively for home use.

4.7 This practice does not apply to trackless trains or barrel trains powered by modified lawn tractors.

4.8 This practice does not apply to horse-drawn carriages/wagons/trailers.

4.9 This practice does not apply to trams where the passenger carriers have an operational braking system and the tram is used exclusively for the transportation of persons to and from parking lots located in amusement parks, theme parks, or water parks.

4.10 This practice does not apply to amusement rides or attractions where the carriers are guided by a rail or track system.

4.11 This practice does not apply to hayrides that are used exclusively for parades or as parade floats.

## **5. Equipment**

5.1 Tow Vehicles - The tow vehicle is used to pull a wagon/trailer that is conveying patrons to and from an attraction or over a pathway or trail. The tow vehicle should have the weight, capacity and traction to be able to control a fully loaded wagon/trailer. All tow vehicles or the

wagon/trailer should be equipped with a fire extinguisher and some form of communication system.

5.1.1 Note: If the tow vehicle is a tractor, then the weight of the tractor can be increased by adding weight fluid in the rear tires and additional weight on the front of the tractor.

5.2 Wagons/Trailers - Since the size and type of wagons/trailers vary, the wagon/trailer being used must be of the type that the tow vehicle is able to control it on the terrain when fully loaded. Wagons/Trailers should be constructed in a fashion so as to keep patrons safe while entering, transporting and exiting the wagon/trailer. Each venue must determine how its wagon/trailer should be constructed based upon the particular circumstances of that venue.

5.2.1 All wagons/trailers shall be equipped with a patron barrier or bulkhead that is installed along the side of the wagon/trailer closest to the tow vehicle that will prevent anyone from exiting the wagon/trailer on the side closest to the tow vehicle. The height of the patron barrier or bulkhead shall be determined by each venue based upon the circumstances of that venue. The appendix will include samples of patron barriers or bulkheads (1).

5.2.2 All wagons/trailers must have a tamper-proof locking hitch connecting the wagon/trailer to the tow vehicle. This may be a solid ball hitch, locking hitch pin, or an approved connecting device.

5.2.3 All wagons/trailers must have a safety chain or steel cable of appropriate strength installed to connect the wagon/trailer to the tow vehicle. The safety chain/cable should be attached with a tamper-proof locking device. The locking device must be of the type that it cannot accidentally become detached. Please see the appendix for examples of an appropriate locking device (2).

5.2.4 All wagons/trailers should be marked with some distinctive, identifiable feature (i.e. a number) so that it easily can be identified (9).

5.3 Gates - If your wagon/trailer has attached steps and/or sides, it may be appropriate to have a gate on each wagon/trailer for the safety of the patrons. The need for a gate and the type of gate and possible locking mechanism will depend upon each venue and the circumstances of that particular venue.

5.4 Loading/Unloading - Common methods of loading and unloading wagons/trailers consist of: wagons/trailers outfitted with steps that are attached to the wagon/trailer, use of an independent loading dock with a ramp or steps, or the wagon/trailer is low enough to the ground that a patron may step directly onto the wagon/trailer.

5.4.1 All steps or ramps must be of appropriate dimensions (height, width, tread and slope) to support the occupancy load of the attraction and provide a safe method of upward and/or downward ingress/egress. Based upon the unique circumstances of the venue, consideration should be given to the appropriate landing space required and if any additional safety features should be implemented, such as handrails or extra traction. The guidelines will contain a picture of a set of steps with handrails (3).

5.4.2 Before loading or unloading, the tow vehicle must come to a complete stop and be parked in such a way that the tow vehicle will not move while the wagon/trailer is being loaded or unloaded. If the average grade of the ground over the combined length of the tow vehicle and wagon/trailer is excessively unlevel, it is recommended that the driver remain in the tow vehicle while the wagon/trailer is being loaded or unloaded.

5.4.3 Each venue must determine whether or not it is appropriate to designate an individual to assist patrons who are loading or unloading from the wagon/trailer.



5.4.4 During nighttime operation, the loading and unloading areas should be illuminated to ensure the safety of the patrons.

## **6. Equipment Inspections**

6.1 Tow Vehicles - All tow vehicles shall be thoroughly inspected prior to seasonal operations, and on a regular basis thereafter. A checklist of this inspection is required with items that are appropriate to the particular venue. The appendix will contain a sample checklist (4).

6.2 Wagons/Trailers - All wagons/trailers shall be thoroughly inspected prior to seasonal operations, and on a regular basis thereafter. A checklist is required with items that are appropriate to the particular venue. The appendix will contain a sample checklist (5).

6.2.1 - If any mechanical brakes are used, they shall be inspected prior to seasonal operations.

## **7. Maintenance of Tow Vehicles and Wagons/Trailers**

7.1 All tow vehicles and wagons/trailers should be maintained on a regular basis. A checklist is required with items that are appropriate to the particular venue. The appendix will contain a sample checklist (6).

## **8. Driver Training**

8.1 All drivers of a tow vehicle shall be properly trained in the operation of that tow vehicle. The appropriate training shall be determined by each venue based upon the circumstances of that venue. If a venue operates when it is dark, additional training for the drivers operating at night shall be implemented based upon the circumstances of that particular venue.

8.2 Each venue should implement safety rules for all drivers that are appropriate for that venue. Attached to the appendix will be some recommended rules for drivers (7).

## **9. Trail Grooming and Inspection**

9.1 The trail/route for each attraction shall be inspected prior to the start of the season. Once the season begins, the trail/route for each attraction shall be inspected on a regular basis and groomed appropriately when necessary. If possible, trails/routes should be designed in such a way as to avoid steep slopes and tight turns. For trails/routes that are used at night in the dark, additional lighting may be appropriate depending upon the venue. It is required that a checklist be prepared that incorporates regular inspections and grooming. Attached to the appendix will be a sample checklist (8).

## **10. Driving Speeds**

10.1 All tow vehicles should be operated at a speed that is appropriate for that venue. All drivers of the tow vehicles shall receive training before operating the tow vehicle with a loaded wagon/trailer. The training shall instruct the driver as to what speeds are appropriate along the trail/route of that particular venue.

## **11. Operating on Non-Private Roads**

11.1 When a tow vehicle is pulling a wagon/trailer on a non-private road, the wagon/trailer may require a state-approved slow moving vehicle sign attached to the back of it. If the wagon width exceeds the county or state requirements, special permits may be necessary to travel on non-private roads. The appendix will include a sample of a slow-moving vehicle sign (9).

11.2 The tow vehicle and wagon/trailer each must possess the following: operable hazard signal lights; a yellow revolving, flashing or strobe light visible from any direction and reflective edge marks or lights to identify the outermost edges of the rear, front and sides of the wagon/trailer.

11.3 Each venue that has an attraction requiring travel on a non-private road shall communicate with the authority having jurisdiction to determine if any permits are necessary and what other safety features, if any are necessary.

## **12. Communication System**

12.1 Each venue shall have a communication system in place that is appropriate for the particular venue. The communication system should provide communication between members of the venue that would include the tow vehicle operators, chaperones on the wagon/trailer (if applicable), set actors, management, security and medical personnel.

## **13. Medical Staff**

13.1 At least one individual certified in first aid and CPR should be on site at the attraction and equipped with appropriate medical supplies and a communication system.

## **14. Emergency Access**

14.1 Each trail/route must be designed in such a way as to accommodate emergency vehicles. Event staff, medical personnel and security should be trained so as to be familiar with the trail/route and able to direct emergency vehicles to a particular location along the trail/route.

## **15. Emergency Evacuation**

15.1 Event staff, medical personnel and security should be trained on the procedure to be followed to evacuate the trail/route because of a medical emergency, weather conditions or any other emergency safety reason. The appendix will include a sample of a hayride emergency evacuation plan (10).

15.2 It is recommended that each venue develop an emergency response plan with the local fire and/or medical authorities.

## **16. Employee/Actor Safety**

16.1 All employees/actors must receive proper training before they are allowed to work at the hayride attraction. It is recommended that written guidelines be prepared for this purpose with rules that are developed by each venue. These written guidelines shall be distributed to each employee/actor before they are allowed to work at the attraction. The appendix will include a sample of guidelines (11).

## **17. Signage/Rules**

17.1 Appropriate safety signs shall be posted in a conspicuous location of the waiting line so that they are visible to the patrons before they board the wagon/trailer. Before the tow vehicle disembarks, the safety rules must be announced to the patrons. Attached to the appendix will be a sample list of safety rules (12).

## **18. Reports**

18.1 Daily inspection reports shall be completed by an individual designated by management for the following: tow vehicle, wagon/trailer and trail/route prior to opening each day.

18.2 Medical incident reports must be filled out by the medical personnel for each incident they handle, including patrons and staff, prior to leaving the venue on the day when the incident occurred.

18.3 The appendix will include a sample of an incident report (13).

## **19. Keywords**

19.1 hayride; hayride attraction; haunted attraction; tractor; tow vehicle; agriculture; wagon; trailer; wagon/trailer; agritourism; pumpkin patch; farm; actor; family entertainment center; inspection; maintenance; operation; paintball; recreational equipment

## ANNEX

### A1. NO ADDITIONAL INFORMATION.

## APPENDIX

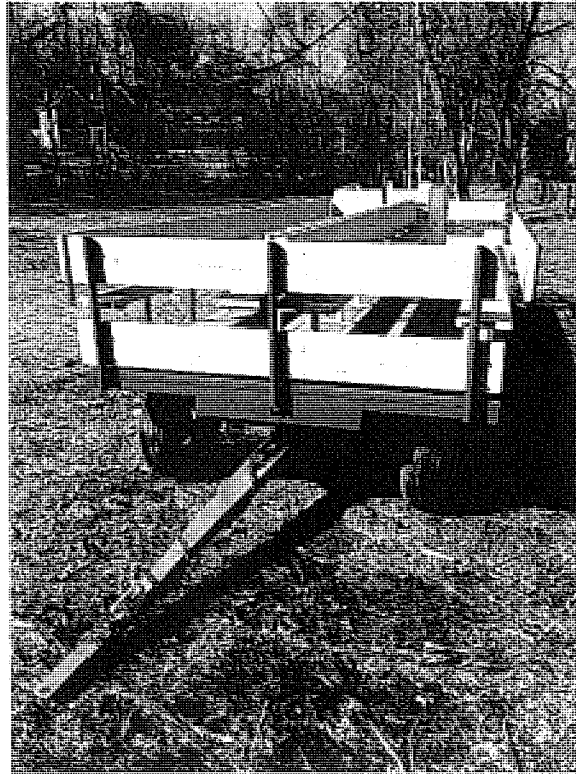
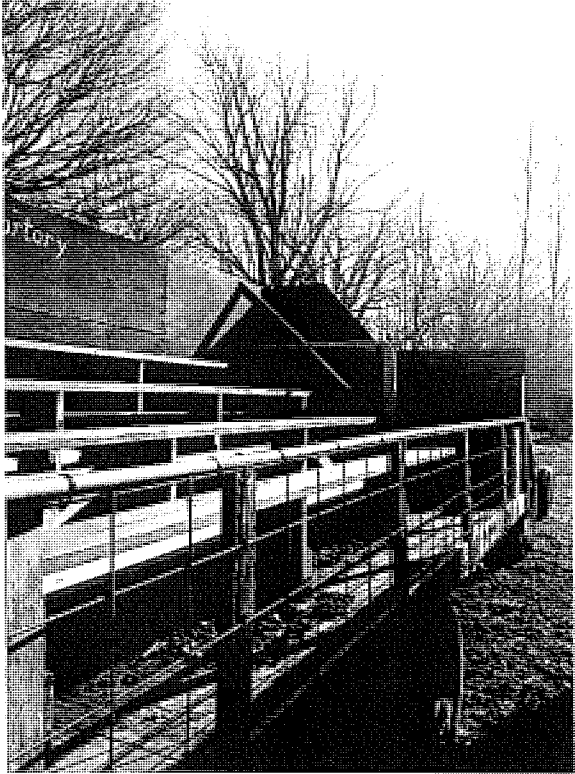
### X1. INTRODUCTION

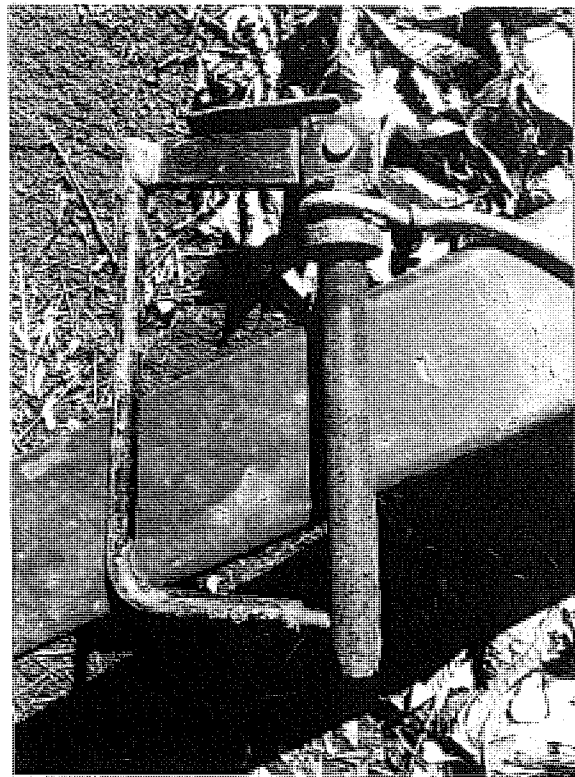
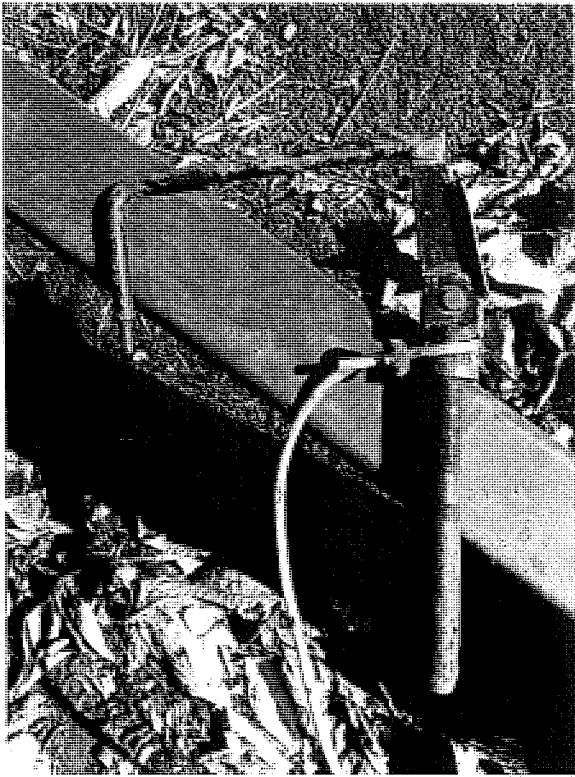
**X1.1** This appendix has been added to propose a series of options or instructions that offer direction without recommending a definite course of action. The purpose is to offer guidance based on a consensus of viewpoints but not to establish a standard practice to follow in all cases. The intent is to increase the awareness of the user concerning available information within a given subject area, while providing information from which subsequent programs may be derived.

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13	Medical incident report	Z, AA, and AB	50 - 60

A. Patron Barrier





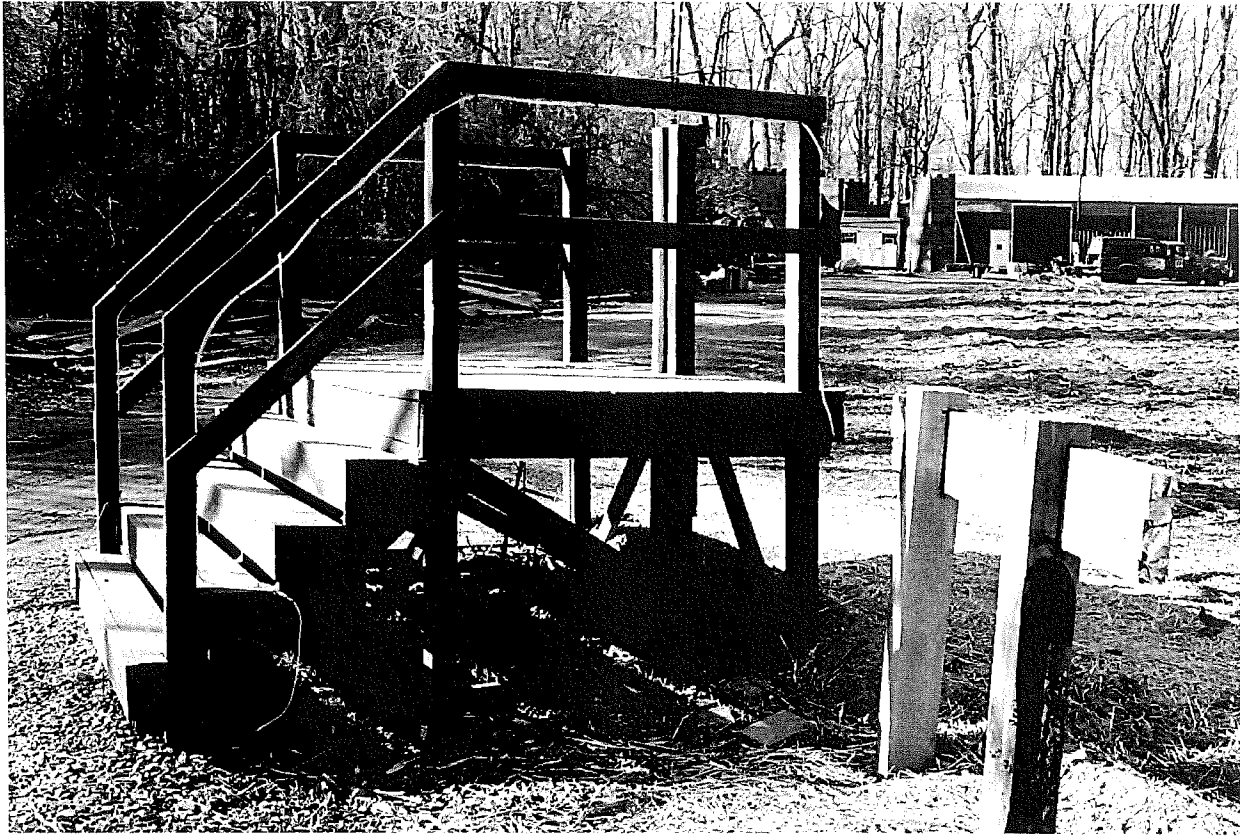
**B. Locking Hitch Pin**



C. Safety chains



**D. Loading Dock**



**E. Sample Annual Tow Vehicle Checklist:**

**2015  
Tow Vehicle  
Annual Inspection  
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** \_\_\_\_\_

F. Sample Annual Tow Vehicle Checklist:

**PRE-SEASON INSPECTION:**

**TRACTORS** (Page 1 of 2)

<u>ITEM INSPECTED</u>	<u>1466</u>	<u>CLOSED 1066</u>	<u>OPEN 1066</u>	<u>CANOPY 1066</u>	<u>HYDRO 966</u>	<u>DON'S 766</u>	<u>766</u>	<u>HYDRO 100</u>	<u>HYDRO 86</u>	<u>REPAIR NOTES:</u>
<b>CRANKCASE OIL:</b> is it clean and full?										
<b>AIR CLEANER:</b> is it in place, clean, and not damaged?										
<b>BATTERY:</b> are the fluid levels correct; are terminals clean?										
<b>RADIATOR:</b> is coolant level correct; no leaks; cap fits properly?										
<b>IGNITION WIRING:</b> is it clean with no breaks in insulation?										
<b>STEERING:</b> are connections tight?										
<b>GREASE FITTINGS:</b> are they clean, operable, and lubricated?										

WHEEL BOLTS: are they tight and not broken?										
TIRES: are they in good condition? Is air pressure correct?										

**PRE-SEASON INSPECTION:**

**TRACTORS** (Page 2 of 2)

<u>ITEM INSPECTED</u>	<u>1466</u>	<u>CLOSED 1066</u>	<u>OPEN 1066</u>	<u>CANOPY 1066</u>	<u>HYDRO 966</u>	<u>DON'S 766</u>	<u>766</u>	<u>HYDRO 100</u>	<u>HYDRO 86</u>	<u>REPAIR NOTES:</u>
FUEL SUPPLY: is the tank full and the filler cap										
GAUGES AND INSTRUMENTS: are										
FIRE EXTINGUISHER: is it										
LEAKS UNDER TRACTOR?										

**G. Sample Annual Wagon/Trailer Checklist:**

**PRE-SEASON INSPECTION:**

**WAGONS** (Page 1 of 2)

<b><u>ITEM INSPECTED</u></b>	<b><u>#1</u></b>	<b><u>#2</u></b>	<b><u>#3</u></b>	<b><u>#4</u></b>	<b><u>#5</u></b>	<b><u>#6</u></b>	<b><u>#7</u></b>	<b><u>#8</u></b>	<b><u>#9</u></b>	<b><u>REPAIR NOTES:</u></b>
<b>TIRES:</b> Are they in good condition? Is air pressure										
<b>WHEEL BOLTS:</b> Are they tight and not broken?										
<b>WAGON HUBS:</b> Grease and Lube										
<b>WELDS:</b> Are there any cracks?										
<b>WAGON FLOOR BOARDS:</b> Are they secure? Are there any splinters? Are they in good condition?										
<b>WAGON SIDES:</b> are they secure? Are they in good										
<b>RUNNING BOARDS:</b> Are they secure? Are they in good condition?										

# PRE-SEASON INSPECTION:

## WAGONS (Page 2 of 2)

<u>ITEM INSPECTED</u>	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>	<u>#5</u>	<u>#6</u>	<u>#7</u>	<u>#8</u>	<u>#9</u>	<u>REPAIR NOTES:</u>
<b>WAGON FRAME:</b> Is it in good condition? Is there any rust? Is it bent? Is it cracked? Is										
<b>AXLES/RUNNING GEAR:</b> Are they in good condition?										
<b>FIRE EXTINGUISHER:</b> is it charged and easily accessible?										
<b>SPEAKERS:</b> Are they secure?										

**H. Daily Checklist:**

**2015  
Driver / Loader  
Daily Checklist**

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 \_\_\_\_\_



**I. Daily Wagon Checklist:**

**HAYRIDE SAFETY CHECKLIST**  
**WAGONS**

DATE: \_\_\_\_\_, 2014

DESCRIPTION	WAGON NUMBER													
	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12	#13	#14
Steps secure														
Wagon bleachers secure														
Wagon walls secure														
Wagon back bracing secure														
Check safety chains on trailer														
Check fire extinguisher on trailer														
Check lug bolts on trailer														
Check trailer tongue to tractor														
Check tires on wagon														

Remarks:

Signature: \_\_\_\_\_

**J. Daily Wagon Checklist:**

**HAYRIDE SAFETY DAILY OPERATIONAL CHECKLIST:**

**WAGONS**

DATE: \_\_\_\_\_

✓=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: \_\_\_\_\_

**K. Daily Tow Vehicle Checklist:**

**HAYRIDE SAFETY CHECKLIST**  
**TRACTORS AND COMBINED**

DATE: \_\_\_\_\_, 2014

DESCRIPTION	TRACTOR NUMBER													Combine
	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12	#13	
Tractor brakes operating														
Tractor headlights operating														
Check oil in tractor														
Check gas in tractor														
Check tires on tractor														
Check ball and nut on tractor														
Check lug bolts on tractor														

Remarks:

Signature: \_\_\_\_\_

**L. Daily Tow Vehicle Checklist:**

**HAYRIDE SAFETY DAILY OPERATIONAL CHECKLIST:**

**TRACTORS**

DATE: \_\_\_\_\_

✓=Good NR=Needs Repair (See Notes)

DESCRIPTION	TRACTOR NUMBER									NOTES:
	1466	Closed 1066	Open 1066	Canop y 1066	Hydro 966	Don's 766	766	Hydro 100	Hydro 86	
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: \_\_\_\_\_

**M. Sample Driver Test (Written):**

HAYRIDE DRIVER'S TEST

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY AND STATE: \_\_\_\_\_

1. When going down a hill what should you do?
  - A. Depress the clutch
  - B. Throttle the engine up
  - C. Do nothing special
  - D. Throttle the engine down some and lightly press the brakes
  
2. When turning left you should:
  - A. Watch the right front wheel
  - B. Look straight ahead of you
  - C. Look at the riders on the trailer
  - D. Watch the left rear wheel and the front of the trailer
  
3. When you start to get your tractor ready for the night, what four things need to be checked?
  - A. Gas, oil, tires, brakes
  - B. Gas, hood, steering wheel, chain
  - C. Gas, oil, water, all tires
  - D. Trailer tires, gas oil, tractor tires
  
4. When you drive on the trail you need to have three riders on the draw bar.
  - A. True
  - B. False
  
5. As you are leaving the loading area you need to pop the clutch to see if everything works well.
  - A. True
  - B. False
  
6. When you return from a trip, what is the one thing you do not do unless told otherwise?  
\_\_\_\_\_
  
7. Who is the official person to start you on your way?
  - A. Your gate operator
  - B. Your narrator
  - C. The tractor driver behind you
  - D. Anyone going by that might say, "Go now."

NAME: \_\_\_\_\_

8. You always mount the tractor from the right side.
  - A. True
  - B. False
  
9. You need no training to drive the hayride wagon.
  - A. True
  - B. False
  
10. At the close of the night, there are certain things that you need to do. They are:
  - A. Properly park the tractor and trailer, shut off lights, turn off ignition switch, shut off gas.
  - B. Hop off the tractor, tell someone to shut up, grab your coat, run like hell.
  - C. Just leave tractor unattended, go home.
  - D. None of the above
  
11. In what gear do you drive on the trail?
  - A. First gear
  - B. Third gear
  - C. Reverse gear
  - D. Fifth gear
  
12. Reverse gear on an M Farmall is all the way right and up.
  - A. True
  - B. False
  
13. Reverse gear on the 77 and 770 Oliver is all the way left and up.
  - A. True
  - B. False
  
14. Third gear on an M Farmall is center and down.
  - A. True
  - B. False
  
15. You must pass this test, and the actual driving test in order to drive at the attraction.
  - A. True
  - B. False

ONE POINT PER QUESTION. SCORE: \_\_\_\_\_ OUT OF A POSSIBLE 15 POINTS

SIGNED

\_\_\_\_\_  
APPROVED

**N. Sample Driver Test (Practical):**

HAYRIDE ROAD TEST

ME: \_\_\_\_\_

1. Before you begin to drive you must:

- A. Check tractor and trailer
- B. Properly mount tractor and start engine

Instructor's view: Poor Fair OK Good

2. When you start to leave, it must be a nice smooth start.

Instructor's view: Poor Fair OK Good

3. When going down a hill, you must depress both brakes slightly so as not to overrun the engine.

Instructor's view: Poor Fair OK Good

4. When going uphill, you must run the tractor at a higher rpm so as not to stall the engine.

Instructor's view: Poor Fair OK Good

5. As you go around the trail you must always have your patrons on your mind. For example, keep them seated, hands inside and keep them safe.

Instructor's view: Poor Fair OK Good

6. When going around a curve or sharp turn, you must watch the rear wheel and the front of the wagon on the inside of the turn. For example, on a right turn, watch the right rear wheel and the right front of the wagon.

Instructor's view: Poor Fair OK Good

7. You must always drive the tractor with the chain on the rope.

Instructor's view: Poor Fair OK Good

8. When the trail is dry you need to have both brakes locked together. When it is muddy you need to have the brakes unlocked.

Instructor's view: Poor Fair OK Good

NAME: \_\_\_\_\_

You need to learn to steer with the brakes because when it is muddy you can't always keep the tractor straight without tapping the proper brake. For example, skid right, tap left brake, etc.

Instructor's view: Poor Fair OK Good

10. When you return you need to make a nice smooth stop and take the tractor out of gear, lock the brakes, idle the tractor down, and remain seated until your wagon is completely unloaded. Then it is ok to park the tractor in the proper place.

Instructor's view: Poor Fair OK Good

SCORING:

GOOD = 10 points

OK = 7.5 points

FAIR = 5 points

POOR = 2.5 points

SCORE: \_\_\_\_\_ OUT OF A POSSIBLE 100 POINTS

INSTRUCTED BY: \_\_\_\_\_

WITNESSED BY: \_\_\_\_\_



## O. Sample Driver Rules:

### Driver Safety Rules:

- Never drive a tractor that you are not familiar with or have not been trained to operate
- Be alert for any debris or overhead hazards in the Hayride path
- Report any inappropriate actor behavior to the Hayride Manager
  - Actors going between tractor and wagon, etc.
- Maintain an even speed
- Do not make any abrupt stops or turns
- Release clutch gradually
- Stay on designated path
- No texting while the tractor and wagon are in motion
- Do not operate the tractor under the influence of drugs and/or alcohol
- Maintain visual inspections of tractor
- Make sure you know where your fire extinguisher is and how to use it
- In the event of an emergency, immediately contact Hayride Manager or the Information Center
- Only drivers that have passed the approved driving test are allowed to operate the tractors

## **P. Sample Driver Rules:**

### 2013 Employee Information and Contract

welcome to the 2013 Haunt Season! Every year we strive to make our operation run as smooth and safe as possible. Below you will find all important information about how the haunted attraction will run. We have listed procedures and policies that ALL employees must follow. Please read this contract fully and carefully, sign the last page, and bring your signed contract with you to the September meetings (see below). If you have any questions, please contact \_\_\_\_\_.

#### Employee Meeting:

- All Employees (new and current) must attend one of our employee meetings on either Sunday, September 8<sup>th</sup> or Sunday, September 15<sup>th</sup> (times/schedule TBA).
- If you absolutely are unable to attend one of these dates, please contact \_\_\_\_\_ ASAP. If we do not hear from you before the meeting dates and you do not attend one of the meetings, your spot will be replaced.
- At these important meetings we will:
  - Hand out employee ID badges (all employees will need this in order to work on Sept. 27<sup>th</sup>)
  - Submit your signed 2013 contract
  - Assign your exact work area/scene and check it out
  - Special actor training course for ALL actors (new and current)
  - Fill out any required paperwork
  - Confirm your schedule/conflicts for the season
  - Confirm all of your information to be sure that it is correct
  - Flyers and posters will be available to put in your favorite public places
  - Meet old and new employees and meet the people who will be working in your scene or area
  - Answer any questions or discuss any problems
  - Try on costumes and other event staff wear to ensure proper fit
  - All new employees will attend a short orientation and safety course required by \_\_\_\_\_ township

#### Operation Dates and Times:

- We will be open Friday, September 27<sup>th</sup> thru Sunday, September 29<sup>th</sup>, Friday, October 4<sup>th</sup> thru Sunday, October 6<sup>th</sup>, Friday, October 11<sup>th</sup> thru Sunday, November 3<sup>rd</sup>.
- Our attraction operating times will be 6:30pm – 9:30pm Sunday thru Wednesday and 6:30pm – 10:30pm Thursday – Saturday. Please note that some nights may run later if it is very busy.

#### Call Times (note that you may be asked to come earlier on weekends and/or as it gets darker earlier):

- Makeup Artists – 4:30pm/4:45pm – This gives you 15-30 minutes to set up your station and get your own makeup done if you are also acting. You will start doing employee makeup at 5:00pm SHARP
- Actors who need makeup done – 5:00pm and the attraction will open at 6:30pm SHARP.  
All actors and employees working with/in the attraction need to be in their spot by 6:15pm.
- Haunted Hayride Actors who need makeup done – 5:30pm and the hayride will start at dusk approximately 7:00pm
- Corn Maze Actors who need makeup done – 6:00pm and the corn maze will start at dusk approximately

7:00pm/7:15pm

- Ticket Booth, Gift Shop, and Concessions – 6:15pm and 5:45 on weekends
- Parking Lot and Security – 6:00pm (unless otherwise noted)
- Drivers – 6:00pm
- Ticket Takers and Other: Attraction – 6:15pm; Hayride – 6:30pm; Corn Maze – 6:45pm
- Everyone please note – as the month progresses you may be asked to come earlier due to shorter days and daylight savings. You will never be asked to get there earlier than 5pm except for makeup artists.

#### Arrival Procedures:

- Enter the driveway and show your ID badge to the parking attendant in order to park in the employee lot. PLEASE do not stop in the middle of the driveway and block traffic. Also, make sure you park in the field and not along the road.
- Clock in using your badge at the makeup shed at your designated time.
- Get in line to have your makeup done (all Attraction actors will go first, then hayride, then corn maze)
- Once you have your makeup done, get into costume.
- Use the bathroom, get something to drink, and have everything you need for the night with you.
- PLEASE stay in the employee area (out front of makeup and costume shed) until told to go to your scene or area of work. Do not wonder around the farm.

#### End of the Night Procedures:

- Do NOT leave your scene until a MANAGER has come thru your attraction and verbally confirms that the night has ended. Never assume anything or follow another employee's direction.
- Before you leave your scene for the night, PLEASE clean up all your trash and take all of your personal items with you.
- Take ALL your costume pieces, accessories, and/or props to the costume shed and hang up and/or place them in the correct spot. Do NOT take anything home unless it is yours personally. If anything needs to be cleaned or fixed, please speak to \_\_\_\_\_ directly. Do not assume he will see it.
- If you wear a mask, you must clean it thoroughly and put it back in its place.
- Use your ID badge to clock out. PLEASE do not socialize with friends for an hour and then clock out.
- If you would like to remove your makeup before going home, you may use the sink outside of the makeup shed (baby wipes work really well also).
- Drive SLOWLY down the driveway to ensure all customers and employees are safe. Please exit quietly and DO NOT stop in the middle of the driveway for any reason.

#### Contact Information:

- We typically use email for our main form of communication. If you do not have email, we will call you or text you. Please check your email frequently in September and October. Our employee email address is \_\_\_\_\_. Please add it to your trusted list to avoid spam blockage.
- If we are closed due to rain, we will send out an email to all of our employees by 4pm. You may also check the website OR call the main number. Please do not call \_\_\_\_\_ and ask about closing EVER!!!
- If your cellular number and/or email address change, you must notify us as soon as it changes.
- If you need to call out or have questions about your paycheck, hours, or schedule contact \_\_\_\_\_.  
**DONOTEMAIL YOURCALLOUTORCALL ANYONEELSE!**
- If you are running late or have costume questions contact \_\_\_\_\_.

- If you have MAJOR problems with our haunted attraction you may contact \_\_\_\_\_.

### IDBadges:

- Every employee MUST have a photo ID Badge and it MUST be with you at all times. This is for your safety and the safety of our customers. You may be asked by security or management to show your ID badge at any time.
- Your first ID Badge is free and comes with a lanyard. If you lose your ID badge you will be required to purchase a new one for \$10.00. (You will need it to get into the employee parking lot and all employee areas).
- If you consistently forget your ID badge, your pay will be docked \$5 for every 5 times it has been forgotten.

### EmployeeParking:

- The employee parking lot is located behind the haunted house on top of the hill.
- You must show your ID badge to the parking attendant by the main gate in order to get into the employee parking lot. If you do not show them your ID badge, you will have to park in the main customer parking lot.
- Please lock your cars and do not leave valuables visible. We have had break-ins in the past.
- Please be respectful when parking and do not block anyone in. Use common sense of normal parking procedures. Also keep in mind that it may be muddy if it rains and park accordingly.

### ClockingInandOut:

- \*\*\*NEW\*\*\* We will have a new time clock this year!!! It will be thumb/hand print based. Every employee MUST clock in and out using their OWN thumb/hand print. More details on this process will be available during our September meetings.
- Please do not clock in earlier than your designated call time – you will only be paid from your call time until the attraction is over unless otherwise noted.
- \*\* If you do not clock in and out, it is impossible for us to pay you for the hours worked with the new system!!!! \*\* Unfortunately, there will be no way to WRITE hours down on a piece of paper.
- As soon as you clock in, you MUST report to your designated area and/or get ready (get makeup done, get into costume, get light wands, get parking vests, get tractors ready, etc). No one should be just hanging around doing nothing after you clock in. Note: If you are sitting, eating, or socializing and do not get ready when asked (you should not have to be asked to get ready because we are adults), you will be asked to leave.
- No one is permitted to hang out at the makeup shed or in the parking lot after the attraction has closed. If you would like to socialize with fellow actors after hours, please do so off the property, as there have been several complaints in the past about noise after closing.

### Paychecks:

- Paychecks will be issued for the first 2 weekends and then once a week with pay periods running Monday thru Sunday:
  - 1<sup>st</sup> paycheck – given out on Friday, October 11<sup>th</sup> for the pay period September 27<sup>th</sup> – September 29<sup>th</sup> AND October 4<sup>th</sup> - October 6<sup>th</sup>
  - 2<sup>nd</sup> paycheck – given out on Friday, October 18<sup>th</sup> for the pay period October 11<sup>th</sup> -13<sup>th</sup>

- 3<sup>rd</sup> paycheck – given out on Friday, October 25<sup>th</sup> for the pay period October 14<sup>th</sup>-20<sup>th</sup>
- 4<sup>th</sup> Paycheck – given out on Friday, November 1<sup>st</sup> for the pay period October 21<sup>st</sup> – 27<sup>th</sup>
- 5<sup>th</sup> Paycheck - given at the employee party (tentatively) on November 10<sup>th</sup> for the pay period October 28<sup>th</sup> – November 3<sup>rd</sup>
- ALL employees receive \$10 per hour.
- If we do not have your W-2 or ALL other required paperwork, we cannot pay you.
- If you have an address change or any other changes, you must let us know before a paycheck period is over. If we mail your paycheck to the address that was given to us and it changes without giving us notice, it is on you.
- You are responsible for your paychecks once they have been given to you!! If you misplace or lose your paycheck, we cannot issue you a new one.
- If you believe your paycheck is incorrect or you have any questions please contact \_\_\_\_\_ privately.

CallOut Policy:

- If you are unable to work and must call out on a given night, YOU MUST CALL BY 12 NOON. Do NOT call the main number. Do NOT call any other person. Do NOT email your callout.
- If you do not call out by noon or you call someone other than \_\_\_\_\_, your spot will be replaced and you will be put on our fill in list. This means you will only work when we need you.
- If you do not show up for work and do not call out you will be terminated.
- If you are running late, please call \_\_\_\_\_. If we do not know you are going to be late, your spot may be replaced.

Schedules:

- A schedule for each position and each scene will be created and confirmed at our September meetings.
- Once the schedules have been confirmed by all employees, each person will be emailed the schedule. If a conflict comes up or your schedule needs to change, you MUST let \_\_\_\_\_ know ASAP.
- If you do not let us know of any changes and do not show up for work, you will be terminated.
- ALL employees will be assigned a specific work area. YOU MUST STAY IN YOUR ASSIGNED LOCATION at all times. You are not permitted to wander and gather at other locations to socialize when you should be patrolling and working a certain area.
- We will assign you to a work area that we feel is best for you and we will set up a schedule that works best for the entire operation. If you do not agree with us on your position, please come to us privately to discuss this. With over 200 employees it is impossible to make every single person happy and give them the location that they want. We hope that you understand this and respect our decisions.
- Organizing this many people can be really tough. We are human and we do make mistakes. Please be patient. Complaining, bad mouthing, gossiping, is not what we want nor have time for. Please be respectful.

Specific Job Descriptions:

- ALL ACTORS – scare every group of people that comes through the attraction at 100% performance every time.
- MAKEUP ARTISTS – Get all actors in full makeup as quickly and efficiently as possible and clean up your makeup station afterwards.

- DRIVERS – Make sure tractor has fuel, tractor and wagon tires are inflated, wagon has dry straw, safety pin is secure between tractor and wagon, everything is in proper working order, sound system is working, soundtrack stays on cue with all scenes, keep all customers safe while going thru the woods, and put tractor and wagons away at the end of the night.
- PARKING LOT – Stay in designated work area, direct traffic and park customers as directed by manager, answer any questions that customers have IF you know the answers, direct them to the ticket booth and/or other areas of interest, if cars get stuck in mud contact \_\_\_\_\_ to use the designated tractor for pulling out cars and/or a crew of strong worthy men to help push, and please be patient and respectful to costumers that are difficult.
- SECURITY – stay in designated work area, constantly have eyes on the crowd to keep mischief to a minimum, escort misbehaving customers to their car, make sure no one goes towards living areas, look out for people that are smoking and/or drinking, look out for people selling counterfeit tickets, keep people moving and safe.
- CONCESSIONS – sell food and drinks to costumers with a smile and answer any questions.
- TIC TAKERS – take tickets, answer questions, do not yell at customers, and treat ALL customers with respect and with a smile no matter how they treat you.
- TICKET BOOTH – sell tickets and answer questions with a smile, do not raise your voice or yell at any customer, send all problem customers to \_\_\_\_\_ in group sales.

#### Breaks:

- On our non-busy nights (Sunday thru Wednesday – it's only 3-4 hours) most people do not need a break unless it is to quickly use the restroom. On our longer busier nights, most people will need a 5-10 minute break. YOU MUST MAKE SURE SOMEONE HAS YOUR WORK AREA COVERED WHILE YOU TAKE A SHORT BREAK!!! On busy nights we have designated fill in actors to give actors breaks throughout the night.
- Please use the restroom and buy your food and drinks BEFORE the attractions open.
- Do not take advantage of break time and/or take too many breaks within a given night. On average, an employee may take one break on non-busy nights and 2-3 on a very busy night.
- There are eyes everywhere. If we see you taking too many breaks or too long of a break for inappropriate reasons, you will be asked to leave.
- No one is permitted to leave their work area for any reason unless someone is informed and has your area covered OR unless it is an absolute emergency.

#### Safety and Awareness:

- Be aware of who is working around you at all times, check up on each other, and pass on any problems to the area manager.
- Be aware of customers who are around you. If anyone looks suspicious or is acting inappropriately, please let security know (people in a yellow staff jacket).
- Be aware of your work area and how it operates. Once you get to your area, look around and make sure everything is in proper working order. Check propane bottles, lights, buzzers, props, etc. If something seems wrong or is not working, please contact a manager ASAP to check it out.
- Know who has a walkie talkie near you so you can quickly notify a manager or security of any problems.
- If you see ANYONE smoking on a hay wagon, in the attraction, or in the Corn Maze, MAKE THEM PUT IT OUT IMMEDIATELY. If they refuse or cause a disturbance contact security.

- If you see a customer get hurt, notify \_\_\_\_\_ and/or security immediately. Render assistance and activate the interior lights in the attraction (if need be for a severe injury), then contact the EMT on duty.
- NEVER grab, slap, or hit a customer no matter what. If someone is acting inappropriately, turn around and walk away; then notify security, and other employees.
- Please do not hang around the attraction in order to scare the customers exiting the corn maze.
- You MUST keep your work area clean and free from trash. There are many wild animals living here on the farm and we would like to keep our employees and their work areas safe and clean. Throw away all of your trash!!!
- ALL employees must know where all fire extinguishers are and how to use them.
- ALL employees must know where all of the emergency exits are in all of our attractions.
- Customers may punch you and yell at you. Be aware of this and ready for this. Do not try to handle it on your own. Contact security and they will handle the issue.
- NO ONE is to ride around the farm on a quad, golf cart, etc unless given permission by \_\_\_\_\_ himself.
- No one is permitted to have a fire, grill, heater, etc on the premises unless given permission by \_\_\_\_\_ himself.

### NoTolerance:

- If you are caught consuming alcohol, drugs, or illegal substances during working hours, you will be terminated on the spot.
- If you come to work intoxicated by alcohol or drugs, you will be terminated on the spot.
- If you are selling drugs or have possession of drugs on the farm, you will be terminated and will be legally responsible.
- Any kind of sexual harassment directed at customers or employees will not be tolerated. If you touch guests or an employee in an improper manner, you will be held accountable and could be legally responsible. Any type of touching, even poking a customer, could be turned around on you as an act of sexual harassment.
- Please refrain from using your cellular phones while working (this includes ALL EMPLOYEES). Leave it in your car unless you truly need it for emergency reasons only. If you are caught talking on your cell phone or texting while customers go thru your scene or work area, you will get one warning and then you will be terminated. Our customers pay good money to get the best scare around and we ask you to do the best job you can.
- No weapons are permitted to be on you while working. This includes knives.

### Respect:

- ALL employees must be kind and respectful to ALL customers no matter how they treat you. We do understand that some customers will try your patience, but you need to stay calm and smile. Send any customers with issues to security and do not try to handle it on your own. You must speak and act kindly at all times!! Rule of thumb – Make the customer happy because they are the ones making your paycheck possible.
- ALL employees must treat fellow employees and managers with respect and kindness.
- Foul language and inappropriate behavior needs to be controlled. No screaming of obscenities throughout the woods, corn maze, house, or parking lots. There is always someone listening.
- When leaving at the end of the night, please exit the property quietly.
- All costumes, masks, staff jackets, parking light wands, parking lot vests, etc will be numbered and inventoried. Each employee will be assigned a number/costume piece. If that item is missing or damaged, you will be responsible for it.

- Please return all borrowed items and costume pieces to its assigned spot, so that it will be available for other people that will need to use it. We need to work together to keep things clean and organized. Please do not be a slob.
- DO NOT destroy props, sets, costumes, staff jackets etc. Your pay will be used to fix or replace any broken or misplaced items.
- Do NOT attempt to change your work area such as lighting, props, etc. If something is not working or you feel it should be changed, you must contact \_\_\_\_\_.
- NO ONE is to enter the concession stand, gift shop, and/or ticket booth and help themselves. If you are caught stealing food, drinks, merchandise, or tickets you will be terminated on the spot and held legally responsible.
- Please make sure you are giving customers CORRECT information about our attraction (prices, times, special events, etc). If you would like a cheat sheet of info please let \_\_\_\_\_ know and she would be happy to print you one.

### Performance:

- This entire operation is a performance. It would never happen without our wonderful employees. We strive to have the “nicest” staff, “scariest” actors, “helpful” event staff, etc. Please help us in making this haunted attraction the best. You are only as strong as your weakest link. If we have one rude staff member, that’s what will go in the newspaper and be passed around by word of mouth.
- This is a job. It is a fun job for most, but it is still a job. Your work ethic and performance will constantly be monitored.
- If you are not doing your job at all, you will be given 2 warnings and then terminated.
- If you are not doing your job well, we will instruct you and help you improve. If you do not improve after 2 warnings you will be replaced. You need to have energy and give 100% always.
- We try our best to reward employees that work hard and perform at their best. If you follow all of our procedures and policies and have great work ethic, it will not go unnoticed and vice versa.

### What to Bring:

- Please bring your own water and snacks (Refreshments will be available to all employees at our cost (Drinks are 50 cents, hot dogs and caramel apples \$1.00). You may purchase them at the beginning of the night or at the end. PLEASE go to a window and do not go into the concession stand. Please note – during long busy nights (typically Friday and Saturday nights) we try to do a food and drink run free of charge.
- Bring warm clothes and extra clothes and layers (coats, hats, gloves, socks, long johns, etc.) since it can get very cold at night time in October.
- Bring a flashlight if you believe you will need one.
- Bring a small trash bag (such as a Wawa bag) or ask for one to collect your trash at the end of the night.
- Bring any legal medicines that you may personally need on a given night (headache medicine, throat lozenges, etc.)
- ALL ACTORS should always have with them
  - Plain (NO LOGOS) dark colored FITTED thermal tops and bottoms (dark grey, green, blue, black, etc.)
  - Suitable COMFORTABLE foot attire – brown or black boots, STURDY dress shoes or Black sneakers (NO LOGOS – plain). They will get beat up and may get muddy.



# 2013 Employee Contract

(Please check and initial each statement, and sign and date below)

- \_\_\_\_\_ I \_\_\_\_\_ have thoroughly read the 2013 Employee Information and Contract and understand my position as \_\_\_\_\_ and what is expected of me. I also understand all policies and procedures and am willing to abide by them. I am aware of all consequences for my actions listed in this contract.
- \_\_\_\_\_ I will NOT hold [the attraction] responsible for any injuries and/or hardships that may occur while working. However, workman's comp will cover all injuries that occur on the job as long as it is reported to a manager as soon as it occurs.
- \_\_\_\_\_ I [the attraction] the right to use any photos and video coverage of me for any promotional or advertising purposes.
- \_\_\_\_\_ I have confirmed my work schedule for September thru November and all my contact info is correct and current.
- \_\_\_\_\_ I understand that if I do not clock in or out using the new thumb/hand print system, I will not be paid for my hours worked.
- \_\_\_\_\_ I understand that I must call out by 12 noon and do so by calling \_\_\_\_\_ not email or calling any other number
- \_\_\_\_\_ I understand that if it is raining or looks like it is going to raining, I will check my email, the website, or call \_\_\_\_\_ after 4pm. I will not call or text \_\_\_\_\_ or anyone else.
- \_\_\_\_\_ I understand that if I touch anyone inappropriately or use inappropriate language or tones with anyone, especially customers, I will be terminated on the spot.
- \_\_\_\_\_ I understand that if I use any type of alcohol and/or drugs while on the premises, I will be terminated on the spot.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

**Q. Sample Daily Inspection Checklist:**

**2015  
Haunted Attraction  
Daily Inspection Checklist**

**Attraction:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Inc Code Inspector** \_\_\_\_\_

**OK – Satisfactory   UN – Unsatisfactory   NA – Not Applicable**

**Free from hazards & interferences** \_\_\_\_\_

**Proper fence and railings** \_\_\_\_\_

**Fire extinguishers** \_\_\_\_\_

**Air system in good order** \_\_\_\_\_

**Proper insulation on wires and cables** \_\_\_\_\_

**Electric boxes have covers, latches and signs** \_\_\_\_\_

**Free of loose items & hazardous projections** \_\_\_\_\_

**Proper warning signs Exit and Entrance** \_\_\_\_\_

**Operator training documentation** \_\_\_\_\_

**Emergency evacuation plan** \_\_\_\_\_

**Trail clear of tripping hazards** \_\_\_\_\_

**Trail raked and blown off** \_\_\_\_\_

**Ground lights operational** \_\_\_\_\_

**Safety chains and hitch pins installed** \_\_\_\_\_

**Wagons checked for splinters, and hazards** \_\_\_\_\_

**Wagons and tractors checked for proper tire pressure** \_\_\_\_\_

**Walkways free from tripping hazards** \_\_\_\_\_

**All props in safe working order** \_\_\_\_\_

**Other** \_\_\_\_\_

**Comments** \_\_\_\_\_

**Inspected By** \_\_\_\_\_ **Position** \_\_\_\_\_ **Date** \_\_\_\_\_

R. Sample Daily Inspection Checklist:

# Hayride Path Inspection

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

<u>Item Inspected:</u>	<u>Good</u>	<u>Needs Repaired</u>	<u>Notes:</u>
Check to make sure path is clear of any debris			
Check to make sure there are no low hanging branches			
Check to make sure hanging props are at proper height			
Check for any large potholes that could be hazardous			
Check to make sure all indoor building paths are clear			
Check to make sure all garage doors are operating properly			
Check to make sure no props have been moved or altered that may interfere with proper operation of the Hayride			

**Additional Notes:**

**S. Sample Slow Moving Vehicle Signage**



Note the Slow Moving Vehicles markers and wagon identification numbers.

## **T. Sample Hayride Emergency Evacuation Plan:**

### **Hayride Emergency Evacuation Plan:**

In the event of a catastrophic event located in the Hayride, the ticket taker will advise the Information Center of the incident via radio on Channel 3. The Information Center will then notify EMS and Security on the EMS Channel which is Channel 2. The Security Lead and The EMT Lead will evaluate the resources needed for the response and at a minimum 1 EMT and 1 Constable will respond to the event. The EMS provider will determine the need for additional outside resources and if not the lead EMT, will advise the Lead EMT who will contact LCWC and request the necessary resources to the scene.

All hayride personnel should report to one of the emergency meeting points. There are 2 locations:

- 1) The swale area across Spring St, next to the bank parking lot
- 2) The west end (far end) of parking lot in between parking lots 2 and 3

## U. Sample Actor Guidelines:

### HAYRIDE SAFETY RULES FOR ACTORS AND STAFF:

#### 1. Hayride Safety

- NEVER hang on the wagons! This could cause bodily injury or even death.
- NEVER cross between the tractor and the wagon whether it is stopped or in motion.
- NEVER position yourself between the side of the wagon and a stationary object.
- Don't run through the field (always walk) and never jump from a point higher than three feet.
- Never adjust lights, sensors, props, or anything. Every part of your skit has been carefully planned and positioned. If there is a concern with this see the Field Manager.
- Be aggressive but in control. No foul language or sexual connotations will be tolerated.
- Do not get in the wagon.
- In between wagon remain to the side of your skit, never in the center of path to stay out of view of oncoming wagons.
- No smoking within 20 feet of the buildings or skits
- No one is allowed to be in this skit without having your **Health Form, Actor Agreement Form, and Actor Handbook Form signed!**
- **Never retaliate if you are hit.** Notify the field manager or security and get a description of the individual and where they were sitting. Every wagon has a number posted on it at several places. Since all of the wagons look identical, it is important that you know the wagon number.
- Watch for pinch points—be mindful of areas between the stage and the wagon and any other areas that you could get stuck between when the wagon is in the skit.
- In the event of someone smoking on the wagon or someone is using any type of lighter, **STAY IN CHARACTER**, but ask them to put it out
- If there are any issues, such as fighting or if a customer refuses stop smoking, you need to notify management. **DO NOT** try to deal with ANY issues yourself.

#### 2. Fire

- Know where your nearest fire extinguisher is and how to use it
- If customers are present, keep calm and instruct everyone to follow you to safety

#### 3. Medical Emergencies

- Try not to draw a crowd or attract unwanted attention to the situation.
- This is one of the few times which you are permitted to break character and contact a manager, EMT, or security immediately.
- Medical emergencies are best left to professionals. Unless you are a certified professional, return to your position and wait for further instructions.

#### 4. Management and Security

- Managers and security will constantly be patrolling the event. They are doing certain jobs- please do not ask them to get refreshments for you.
- Report any technical or mechanical problems to them immediately.
- In case of medical emergencies, notify a manager at once. If an emergency vehicle is required, the onsite EMT staff is the only ones permitted to make that call.
- Sometimes people lash out in fear. Try to remain in an area so as not to get hit. You must decide if a customer was intentionally or unintentionally trying to hurt you. *If a customer has acted inappropriately, there are several things you should do:*
  1. If the incident was an accident, remind the customer that touching props and actors is not permitted.
  2. If you think that the customer has purposely hurt you (or tried to), keep your cool and stay alert. DO NOT get into a confrontation with them. Pick out something (a hairstyle, an article of clothing) that will help both you and security identify the customer in question. We will know how to best handle things from there.
  3. Remember that **we want to minimize incidents**, not escalate them.
- Any major problems or decisions are referred to managers who will have the final say.

## V. Sample Actor Guidelines:

### HAYRIDE ACTOR DIRECTIONS

Props/Costume: \_\_\_\_\_

JOB & TIPS: \_\_\_\_\_

- WARNING
1. **Only approach the wagon after the axles have passed. Do not risk falling in front of them. You could be killed!**
  2. **Never** run toward the hay wagon. You could slip and be injured. Be very careful on the plank not to fall off or into the wagon.
  3. **Never** get too close to the wagon. You or a patron could be injured.

Radio/Flashlight: At the beginning of the night, you will receive a radio and flashlight. Please make sure that you return both of these items and the end of the night. At all times, you are to remain on channel 3. This is designated as the hayride set workers chat line. Do **not** to attempt to talk on any other channels. Channel 2 is for the hayride drivers and supervisors. You should only contact this line **if you have any emergency**.

Listed below are the other channels. Please do **not** use them.

Channel 5- Parking Lot

Channel 7- Haunted House/House on Hill Shows/Midway Security

Channel 8- Medical Emergency Injury

End of night: When you are released from your position, please deliver your costume, radio and flashlight to \_\_\_\_\_ in the Hayride Narrator Trailer.

Attached to this directions sheet will be an instruction sheet for use of the security radio. Please carefully read it **before** you use your radio. Thanks.

Emergency: If you have an emergency, please call \_\_\_\_\_ on channel 7 or \_\_\_\_\_ on channel 2. If you have a medical emergency, please ask for help on channel 7 or 8. Do **not** use these channels unless you have an emergency.

Some general rules to follow are:

1. Always treat the patrons as nicely as possible; they paid to see the attraction and they deserve a good show.
2. Generally breaks are taken at your station. Periodically throughout the night a breaker will visit with you to bring you something to drink. If you need to leave your station during a break, please return as promptly as possible. We do not have sufficient breakers to allow you to leave your post for any longer than is absolutely necessary. Please think of the person after you who is waiting for their break and hope that the person before you is doing the same.
3. If you want to visit our other attractions, please do so on a night when you are not working. Even on slow nights, it takes longer than five minutes to see an attraction, so it is not possible during your breaks.
4. If you have a problem, call the \_\_\_\_\_ on channel 7 or \_\_\_\_\_ on channel 2. Only do so if you are experiencing a problem or an emergency. Your chat line with other hayride set workers is channel 3. If you have a medical emergency, please call for help on channel 7 or 8.
5. **Never leave your work area unattended.** If you need to leave for any reason, please call the breaker for the evening and he will come to your station to assist you.
6. If you hear about an injured person, please call Joe Leach (channel 7) or Angi Newton (channel 2) **immediately**.

Attachment: Security Radio Instruction Sheet



2014  
SECURITY RADIO  
INSTRUCTION SHEET

- CHANNEL 2 - HAYRIDE DRIVERS AND SUPERVISORS  
CHANNEL 3 - HAYRIDE SET WORKERS CHAT LINE  
CHANNEL 5 - PARKING LOT CHAT LINE  
**CHANNEL 7 - HAUNTED HOUSE/HOUSE ON HILL SHOWS/MIDWAY  
SECURITY/Parking Lot will monitor this channel**  
CHANNEL 8 - MEDICAL EMERGENCY/INJURY CHAT LINE  
CHANNEL 10 - [ATTRACTION NAME] CHAT LINE/Still must go to Channel 7 to contact  
remaining security force

RULES

1. Please use the designated channel for the specified purpose only. **Please keep talk to a minimum.** If you need to “chat” with someone for another reason, please use channel 10.
2. When someone is talking on the radio, do not “step” on them. Please allow them to finish their conversation before beginning yours.
3. If there is an emergency situation going on, stay off the radio until the emergency is resolved.
4. Always **talk slowly and clearly** on the radio. **No foul language etc.**
5. **NEVER** allow your radio to broadcast so that it can be heard by the customers.
6. Charge your battery every night. We do **not** have extra radios. Medical radios should **not** be charged for more than 24 consecutive hours.
7. Always protect your radio from the weather. If it is raining, please make sure that the radio is under your coat and wrapped in plastic. If the radio gets wet, it could break.
8. If you are having a problem with your radio, please prepare a written note specifically describing the nature of the problem. Place the radio **and all attachments** (including the charger) in a sealed plastic bag and give it to \_\_\_\_\_ with your written note.
9. If you need a replacement part or new battery for your radio, please deliver a written note to \_\_\_\_\_. Do not ask \_\_\_\_\_ because she does not have any spare parts or batteries.

W. Sample Actor Guidelines:

# RECEIPT OF THE OPERATOR/ACTOR TRAINING DOCUMENTATION

Please Read:

I hereby acknowledge that I have received and read a copy of the [attraction] Staff Handbook.

I have agreed to abide by all the company rules and regulations contained in the handbook, including, but not limited to:

- I RECEIVED THE PROPER TRAINING FOR MY POSITION AT [attraction]
- I UNDERSTAND HOW TO PERFORM & OPERATE MY SKIT AND AREA
- I WILL NOT CHANGE SKITS WITHOUT THE PROPER KNOWLEDGE OF THAT SKIT AND AREA
- I KNOW THE FIRE SAFETY & EVACUATION PROCEDURE
- I KNOW WHAT TO DO INCASE OF A MEDICAL EMERGENCY OR DISORDERLY PATRON

---

PLEASE **PRINT NAME** CLEARLY HERE

---

PLEASE **SIGN** NAME HERE

---

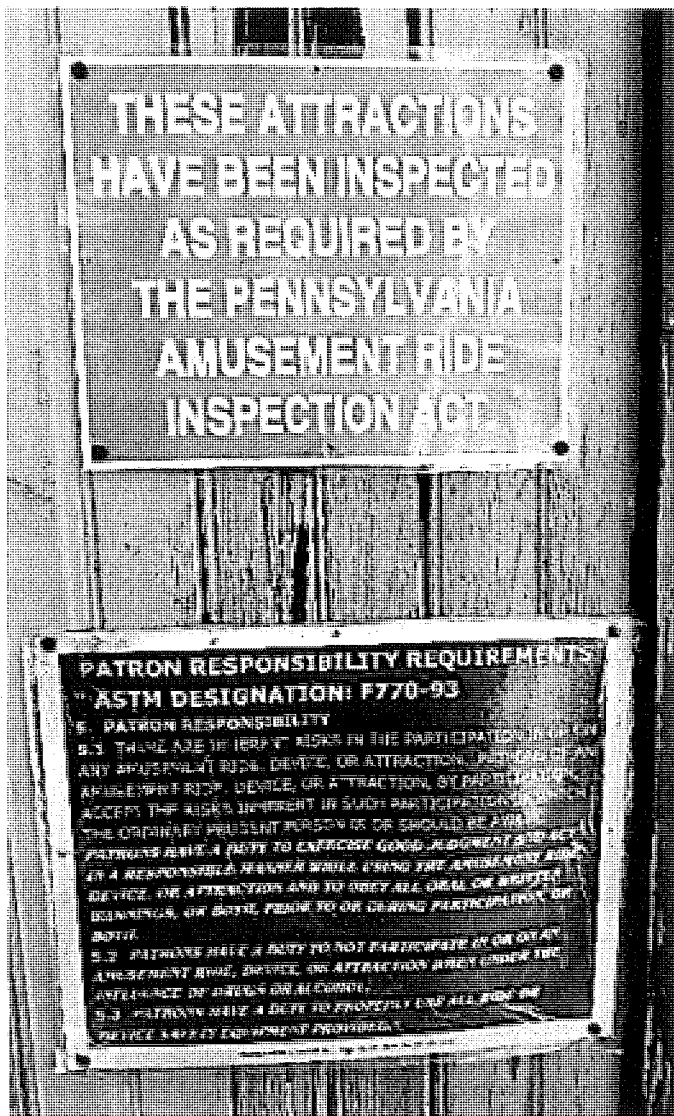
**DATE**

---

**X. Sample Safety Rules for Patrons:**



Y. Sample Safety Rules for Patrons:



**Z. Sample Medical Incident Report:**

**INCIDENT/INJURY REPORTS**

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ AGE: \_\_\_\_\_

IF MINOR, PARENT'S

NAME: \_\_\_\_\_

IF MINOR, ADULT PRESENT AT

HH: \_\_\_\_\_

PATRON \_\_\_\_\_ VOLUNTEER \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ HOME PHONE

# \_\_\_\_\_

WORK PLACE: \_\_\_\_\_ WORK PHONE

# \_\_\_\_\_

INSURANCE

INFORMATION: \_\_\_\_\_

DESCRIPTION OF

INCIDENT/INJURY/CAUSE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |  |   |   |                                     |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> Fall            | <input type="checkbox"/> Electrical Contact | <input type="checkbox"/> Falling Object | <input type="checkbox"/> Inhalation |
| <input type="checkbox"/> Sharp Object    | <input type="checkbox"/> Slip/Trip          | <input type="checkbox"/> Caught In      | <input type="checkbox"/> Exertion   |
| <input type="checkbox"/> Stepped in Hole | <input type="checkbox"/> Caught On          | <input type="checkbox"/> Pushed Against | <input type="checkbox"/> Struck By  |
| <input type="checkbox"/> Car Accident    | <input type="checkbox"/> Tripped            | <input type="checkbox"/> Other          |                                     |

LOCATION:

\_\_\_ Parking lot      \_\_\_ Restroom/Port-a-John      \_\_\_ House      \_\_\_ Other  
\_\_\_ Line      \_\_\_ Concession Stand      \_\_\_ HOH  
\_\_\_ [Attraction Name] \_\_\_ Hayride

WHEN OCCURRED:

DAY \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

WITNESSES FROM HAUNTED

HOUSE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER WITNESSES:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AGE: \_\_\_\_\_ PHONE

# \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AGE: \_\_\_\_\_ PHONE

# \_\_\_\_\_

WAS WORKER INVOLVED \_\_\_ NO \_\_\_ YES WORKER

NAME \_\_\_\_\_

ADDITIONAL

INFORMATION/COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOLLOW-UP

CALL: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Injury                       Illness

Type of Injury(s): (check all that apply)

- |                                      |  |   |   |
|--------------------------------------|--|---|---|
| <input type="checkbox"/> Cut         | <input type="checkbox"/> Abrasion        | <input type="checkbox"/> Foreign Object | <input type="checkbox"/> Electrical Shock |
| <input type="checkbox"/> Fracture    | <input type="checkbox"/> Insect Bite     | <input type="checkbox"/> Strain/Sprain  | <input type="checkbox"/> Scrape           |
| <input type="checkbox"/> Dislocation | <input type="checkbox"/> Rupture         | <input type="checkbox"/> Rash           | <input type="checkbox"/> Other            |
| <input type="checkbox"/> Contusion   | <input type="checkbox"/> Burn (thermal)  | <input type="checkbox"/> Exposure       |   |
| <input type="checkbox"/> Puncture    | <input type="checkbox"/> Burn (chemical) | <input type="checkbox"/> Amputation     |   |

Injured Part of Body: (check all that apply)

- |                          |                                     |                          |                                |                          |                                 |                                |                                  |
|--------------------------|-------------------------------------|--------------------------|--------------------------------|--------------------------|---------------------------------|--------------------------------|----------------------------------|
| Rt                       | Lt                                  | Rt                       | Lt                             | Rt                       | Lt                              |                                |                                  |
| <input type="checkbox"/> | <input type="checkbox"/> Eye        | <input type="checkbox"/> | <input type="checkbox"/> Wrist | <input type="checkbox"/> | <input type="checkbox"/> Calf   | <input type="checkbox"/> Head  | <input type="checkbox"/> Abdomen |
| <input type="checkbox"/> | <input type="checkbox"/> Collarbone | <input type="checkbox"/> | <input type="checkbox"/> Hand  | <input type="checkbox"/> | <input type="checkbox"/> Knee   | <input type="checkbox"/> Mouth | <input type="checkbox"/> Groin   |
| <input type="checkbox"/> | <input type="checkbox"/> Shoulder   | <input type="checkbox"/> | <input type="checkbox"/> Thumb | <input type="checkbox"/> | <input type="checkbox"/> Ankle  | <input type="checkbox"/> Teeth | <input type="checkbox"/> Finger  |
| <input type="checkbox"/> | <input type="checkbox"/> Arm        | <input type="checkbox"/> | <input type="checkbox"/> Hip   | <input type="checkbox"/> | <input type="checkbox"/> Foot   | <input type="checkbox"/> Neck  | <input type="checkbox"/> Toe     |
| <input type="checkbox"/> | <input type="checkbox"/> Elbow      | <input type="checkbox"/> | <input type="checkbox"/> Leg   | <input type="checkbox"/> | <input type="checkbox"/> Instep | <input type="checkbox"/> Nose  | <input type="checkbox"/> Chest   |
| <input type="checkbox"/> | <input type="checkbox"/> Forearm    | <input type="checkbox"/> | <input type="checkbox"/> Thigh | <input type="checkbox"/> | <input type="checkbox"/> Ribs   | <input type="checkbox"/> Back  | <input type="checkbox"/> Other   |

FIRST AID GIVEN  NO  YES      TIME \_\_\_\_\_

Type of

\_\_\_\_\_

Aid: \_\_\_\_\_

**Condition on**

**Release:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Dismissed \_\_\_\_\_ Sent to Doctor \_\_\_\_\_ Sent Home \_\_\_\_\_ Sent to Hospital

With

Whom \_\_\_\_\_

\_\_\_\_\_

Treatment/Instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE

RESUPPLY: \_\_\_\_\_

SIGNATURE OF FIRST AID

ATTENDANT: \_\_\_\_\_

SIGNATURE OF REPORT

FILER: \_\_\_\_\_

Person completing this form: \_\_\_\_\_



**INJURY/RELEASE FORM**

The undersigned hereby acknowledges receipt of **minor medical treatment** from a volunteer at the [attraction name] on this \_\_\_\_\_ day of \_\_\_\_\_, 2014. The undersigned acknowledges that no additional medical treatment is required by the undersigned. The undersigned releases and holds harmless the [attraction name] and its personnel and volunteers from any and all claims in connection with the medical treatment received by the undersigned.

Signature of Patron (or adult with a minor) \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature of Haunted House Volunteer \_\_\_\_\_

Address and phone number of Volunteer \_\_\_\_\_  
\_\_\_\_\_

Printed name of Volunteer \_\_\_\_\_

Signature of witness \_\_\_\_\_

Address and phone number of witness \_\_\_\_\_  
\_\_\_\_\_

Printed name of witness \_\_\_\_\_

**AA. Sample Medical Incident Report:**

**EMS PATIENT CARE REPORT**

Date:		Time	
Incident Location		Staff/ Patron	
Patient Complaint:			
Patient Name:		Age:	
Address:		City State Zip	
DOB:		Phone:	
		Allergies:	
Past Med. History:		Meds:	
Guardian Name:		Relationship:	
Time:			
Blood Pressure	/	/	/
Pulse			
Pulse Ox			
Respirations			
Staff Member Returned to work:		Staff Member Sent home:	
Transported to what location:		Transported by who:	
Equipment Used:			

# Narrative:

Notified How:	
Arrived to Find:	
HPI:	
Physical Exam:	
Treatments Rendered:	

Chart Completed by:

Certification Number:

AB. Sample Medical Incident Report:

**MEDICAL PLAN (ICS 206)**

<b>Incident Name:</b>	<b>2. Operational</b>	Date From:	Date To:
		Time From:	Time To:

**3. Medical Aid Stations:**

Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**4. Transportation (indicate air or ground):**

Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
			<input checked="" type="checkbox"/> ALS <input checked="" type="checkbox"/> BLS
			<input checked="" type="checkbox"/> ALS <input checked="" type="checkbox"/> BLS
			<input checked="" type="checkbox"/> ALS <input checked="" type="checkbox"/> BLS
			<input checked="" type="checkbox"/> ALS <input checked="" type="checkbox"/> BLS

**5. Hospitals:**

Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					<input type="checkbox"/> Yes Level: 2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**6. Special Medical Emergency Procedures:**

In the event of any medical situations treat initially on site, and if unable to control the situation or the patient needs transport to an Emergency Facility contact \_\_\_\_\_ County Wide Communications via telephone at \_\_\_\_\_

Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader): Name: \_\_\_\_\_ Signature: \_\_\_\_\_

8. Approved by (Safety Officer): Name: \_\_\_\_\_ Signature: \_\_\_\_\_

ICS 206	IAP Page	Date/Time:
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1 **ICS 206**

2 **Medical Plan**

3

4 **Purpose.** The Medical Plan (ICS 206) provides information on incident medical aid stations,  
5 transportation services, hospitals, and medical emergency procedures.

6

7 **Preparation.** The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety  
8 Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air  
9 Operations.

10

11 **Distribution.** The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and  
12 given to all recipients as part of the Incident Action Plan (IAP). Information from the plan  
13 pertaining to incident medical aid stations and medical emergency procedures may be noted on  
14 the Assignment List (ICS 204). All completed original forms must be given to the  
15 Documentation Unit.

16

17 **Notes:**

- 18 • The ICS 206 serves as part of the IAP.
- 19 • This form can include multiple pages.

20

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Medical Aid Stations</b>	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).

Block Number	Block Title	Instructions
	<ul style="list-style-type: none"> <li>Contact Number(s)/Frequency</li> </ul>	Enter the contact number(s) and frequency for the medical aid station(s).
	<ul style="list-style-type: none"> <li>Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>	Indicate (yes or no) if paramedics are at the site indicated.
4	<b>Transportation</b> (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	<ul style="list-style-type: none"> <li>Ambulance Service</li> </ul>	Enter name of ambulance service.
	<ul style="list-style-type: none"> <li>Location</li> </ul>	Enter the location of the ambulance service.
	<ul style="list-style-type: none"> <li>Contact Number(s)/Frequency</li> </ul>	Enter the contact number(s) and frequency for the ambulance service.
	<ul style="list-style-type: none"> <li>Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS</li> </ul>	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	<b>Hospitals</b>	Enter the following information for hospital(s) that could serve this incident:
	• Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	• Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	• Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	• Travel Time • Air • Ground	Enter the travel time by air and ground from the incident to the hospital.
	• Trauma Center <input type="checkbox"/> Yes Level: _____	Indicate yes and the trauma level if the hospital has a trauma center.
	• Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a burn center.
	• Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	<b>Special Medical Emergency Procedures</b>	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self-explanatory. Incident assigned aviation assets should be included in ICS 220.
7	<b>Prepared by</b> (Medical Unit Leader) • Name • Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	<b>Approved by</b> (Safety Officer) • Name • Signature • Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

# Hayride Safety Checklist



No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are all hayride routes regularly reviewed to ensure that none cross public roads or highways?			
2	Do the hayride routes avoid steep grades or other hazards?			
3	Does the wagon used for hayrides have sturdy steps and railings?			
4	Is the wagon inspected before each hayride to check for loose boards, sharp edges, and exposed screws or nails?			
5	Is the wagon (and tractor if pulled by a tractor) inspected for safe and efficient operation before each use?			
6	Are harnesses, hitches and safety chains inspected prior to each use?			
7	If a tractor is used for a hayride, does the tractor weigh more than the gross weight of the wagon?			
8	Is only one wagon pulled at a time?			
9	Are guests loaded onto the wagon only after the wagon is hitched to the horses or tractor?			
10	Does the driver prohibit children from riding up front with him?			
11	Is the driver a responsible adult, experienced in pulling wagons?			
12	Does the driver proceed slowly and carefully, prepared to stop at the request of the visitors at any time?			
13	Do employees ensure that children are accompanied by adults?			
14	Are the safety rules communicated to the guests once they are seated and ready for the ride?			
15	Do employees ensure visitors know to remain seated while the wagon is in motion?			

**Resources that can be used to address these checklist items are available at [www.safeagritourism.com/Resources](http://www.safeagritourism.com/Resources). These resources include signs, policies, forms, logs, and other items.**



# Hayride Safety Checklist

Review Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are all hayride routes regularly reviewed to ensure that none cross public roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Do the hayride routes avoid steep grades or other hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Does the wagon used for hayrides have sturdy steps and railings?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is the wagon inspected before each hayride to check for loose boards, sharp edges, and exposed screws or nails?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is the wagon (and tractor if pulled by a tractor) inspected for safe and efficient operation before each use?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are harnesses, hitches and safety chains inspected prior to each use?	<input type="checkbox"/>	<input type="checkbox"/>	
7	If a tractor is used for a hayride, does the tractor weigh more than the gross weight of the wagon?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is only one wagon pulled at a time?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are guests loaded onto the wagon only after the wagon is hitched to the horses or tractor?	<input type="checkbox"/>	<input type="checkbox"/>	
10	Does the driver prohibit children from riding up front with him?	<input type="checkbox"/>	<input type="checkbox"/>	
11	Is the driver a responsible adult, experienced in pulling wagons?	<input type="checkbox"/>	<input type="checkbox"/>	
12	Does the driver proceed slowly and carefully, prepared to stop at the request of the visitors at any time?	<input type="checkbox"/>	<input type="checkbox"/>	
13	Do employees ensure that children are accompanied by adults?	<input type="checkbox"/>	<input type="checkbox"/>	
14	Are the safety rules communicated to the guests once they are seated and ready for the ride?	<input type="checkbox"/>	<input type="checkbox"/>	
15	Do employees ensure visitors know to remain seated while the wagon is in motion?	<input type="checkbox"/>	<input type="checkbox"/>	

Resources that can be used to address these checklist items are available at [www.safeagritourism.org/Resources](http://www.safeagritourism.org/Resources). These resources include signs, policies, forms, logs, and other items.