

**Rewriting a Short Rule: Step by Step**  
By John Strylowski, Dept. of Interior

**OLD RULE**

**Some problems:**

- Material is buried far down in a section
- Paragraph (3) covers more than travel restrictions, although the title doesn't say that
- Who would look for the material in paragraph (vii) under the heading "Travel restrictions"?

**(3) Travel restrictions.** The operation of a motor vehicle on oversand routes is subject to all applicable provisions of this chapter, including part 4 as well as the specific provisions of this section.

**(i) Route limits.**

**(a)** On the beach, a vehicle operator will drive in a corridor extending from a point 10 feet seaward of the spring high tide drift line to the berm crest. An operator may drive below the berm crest only to pass a temporary cut in the beach, but will regain the crest immediately following the cut. Delineator posts mark the landward side of the corridor in critical areas.

**(b)** On an inland oversand route, a vehicle operator will drive only in a lane designated by pairs of delineator posts showing the sides of the route.

**(ii)** An oversand route is closed at any time that tides, nesting birds or surface configuration prevent vehicle travel within the designated corridor.

**(iii)** When two vehicles meet on the beach, the operator of the vehicle with the water on the left will yield.

**(iv)** When two vehicles meet on a single-lane oversand route, the operator of the vehicle in the best position to yield will pull out of the track only so far as necessary to allow the other vehicle to pass safely, and then will move back into the established track before resuming the original direction of travel.

**(v)** When the process of freeing a vehicle that has been stuck results in ruts or holes, the operator will fill the ruts or holes created by such activity before removing the vehicle from the immediate area.

**(vi) The following are prohibited:**

**(a)** Driving off a designated oversand route.

**(b)** Exceeding a speed of 15 miles per hour unless posted otherwise.

**(c)** Parking a vehicle in an oversand route so as to obstruct traffic.

**(d)** Riding on a fender, tailgate, roof, door or any other location on the outside of a vehicle.

**(e)** Driving a vehicle across a designated swimming beach at any time when it is posted with a sign prohibiting vehicles.

**(f)** Operating a motorcycle on an oversand route.

**(vii)** Boat trailering and launching by permitted ORVs in designated open route corridors is permitted.

## Rewriting a Short Rule: Step by Step

### Step 1 - Divide rule into more logical units

#### ⚡ One group for general travel restrictions (where you are allowed to go)

(3) Travel restrictions. The operation of a motor vehicle on oversand routes is subject to all applicable provisions of this chapter, including part 4 as well as the specific provisions of this section.

##### (i) Route limits.

(a) **On the beach, a vehicle operator will drive in a corridor extending from a point 10 feet seaward of the spring high tide drift line to the berm crest. An operator may drive below the berm crest only to pass a temporary cut in the beach, but will regain the crest immediately following the cut. Delineator posts mark the landward side of the corridor in critical areas.**

(b) **On an inland oversand route, a vehicle operator will drive only in a lane designated by pairs of delineator posts showing the sides of the route.**

(ii) **An oversand route is closed at any time that tides, nesting birds or surface configuration prevent vehicle travel within the designated corridor.**

#### ⚡ One group for special rules of the road (what to do when you meet others)

(iii) **When two vehicles meet on the beach, the operator of the vehicle with the water on the left will yield.**

(iv) **When two vehicles meet on a single-lane oversand route, the operator of the vehicle in the best position to yield will pull out of the track only so far as necessary to allow the other vehicle to pass safely, and then will move back into the established track before resuming the original direction of travel.**

(v) **When the process of freeing a vehicle that has been stuck results in ruts or holes, the operator will fill the ruts or holes created by such activity before removing the vehicle from the immediate area.**

#### ⚡ One group for prohibitions (what you can't do)

(vi) The following are prohibited:

(a) Driving off a designated oversand route.

(b) Exceeding a speed of 15 miles per hour unless posted otherwise.

(c) Parking a vehicle in an oversand route so as to obstruct traffic.

(d) Riding on a fender, tailgate, roof, door or any other location on the outside of a vehicle.

(e) Driving a vehicle across a designated swimming beach at any time when it is posted with a sign prohibiting vehicles.

(f) Operating a motorcycle on an oversand route.

#### ⚡ Highlight the special permitted activity by putting it by itself (it doesn't fit with anything else)

(vii) **Boat trailering and launching by permitted ORVs in designated open route corridors is permitted.**

## Rewriting a Short Rule: Step by Step

### Step 2 - Retitle New Units and Move Them up as High as You Can

- Each unit is now a section - headings make material stand out for the user
- Logical headings help user find specific material
- Citations are now much more compact (former § 7.525(a)(3)(vi)(A) is now § 7.527(a))
- In § 7.525, new paragraph (b) aids users by highlighting a separate item

#### § 7.525 Where can I drive on the beach?

~~(3) Travel restrictions.~~ The operation of a motor vehicle on oversand routes is subject to all applicable provisions of this chapter, including part 4 as well as the specific provisions of this section.

##### ~~(i) Route limits.~~

(a) ~~(a)~~ **On the beach, a vehicle operator will drive in a corridor extending from a point 10 feet seaward of the spring high tide drift line to the berm crest. Delineator posts mark the landward side of the corridor in critical areas. *[This sentence moved here from below.]***

(b) **An operator may drive below the berm crest only to pass a temporary cut in the beach, but will regain the crest immediately following the cut. ~~Delineator posts mark the landward side of the corridor in critical areas.~~ *[This sentence moved above to be where it logically belongs.]***

(c) ~~(b)~~ **On an inland oversand route, a vehicle operator will drive only in a lane designated by pairs of delineator posts showing the sides of the route.**

(d) ~~(i)~~ **An oversand route is closed at any time that tides, nesting birds or surface configuration prevent vehicle travel within the designated corridor.**

#### § 7.526 What must I do when I meet another vehicle on the beach?

(a) ~~(iii)~~ **When two vehicles meet on the beach, the operator of the vehicle with the water on the left will yield.**

(b) ~~(iv)~~ **When two vehicles meet on a single-lane oversand route, the operator of the vehicle in the best position to yield will pull out of the track only so far as necessary to allow the other vehicle to pass safely, and then will move back into the established track before resuming the original direction of travel.**

(c) ~~(v)~~ **When the process of freeing a vehicle that has been stuck results in ruts or holes, the operator will fill the ruts or holes created by such activity before removing the vehicle from the immediate area.**

#### § 7.527 What activities are prohibited?

~~(vi)~~ The following are prohibited:

(a) ~~(a)~~ **Driving off a designated oversand route.**

(b) ~~(b)~~ **Exceeding a speed of 15 miles per hour unless posted otherwise.**

(c) ~~(c)~~ **Parking a vehicle in an oversand route so as to obstruct traffic.**

(d) ~~(d)~~ **Riding on a fender, tailgate, roof, door or any other location on the outside of a vehicle.**

(e) ~~(e)~~ **Driving a vehicle across a designated swimming beach at any time when it is posted with a sign prohibiting vehicles.**

(f) ~~(f)~~ **Operating a motorcycle on an oversand route.**

#### § 7.528 May I launch a boat from a designated open route corridor?

~~(vii)~~ Boat trailering and launching by permitted ORVs in designated open route corridors is permitted.

## Rewriting a Short Rule: Step by Step

### Step 3 - Replace Passive Voice with Active Voice, Add Pronouns, Simplify Language

- In § 7.526(b), one long sentence is split into three shorter sentences
- In § 7.526(c), eliminating lots of excess words makes the sentences shorter and easier to read

#### § 7.525 Where can I drive on the beach?

When driving on the beach, you must follow ~~The operation of a motor vehicle on oversand routes is subject to~~ all applicable provisions of this chapter, including part 4 as well as the ~~specific~~ provisions of this section.

(a) ~~On the beach, You must a vehicle operator will~~ drive in a corridor extending from a point 10 feet seaward of the spring high tide drift line to the berm crest. Delineator posts mark the landward side of the corridor in critical areas.

(b) You may ~~An operator may~~ drive below the berm crest only to pass a temporary cut in the beach, and you must ~~but will regain~~ return to the crest immediately following the cut.

(c) ~~On an inland oversand route, you must a vehicle operator will~~ drive only in a lane ~~designated by pairs of~~ between the delineator posts ~~showing that~~ mark the sides of the route.

(d) You must not drive on an oversand route ~~is closed at any time that~~ when tides, nesting birds or surface configuration prevent vehicle travel within the ~~designated~~ marked corridor.

#### § 7.526 What must I do when I meet another vehicle on the beach?

(a) If you ~~When two vehicles meet another vehicle on the beach, you must yield if~~ ~~the operator of the vehicle with the water is on your~~ ~~on the left will~~ yield.

(b) If you ~~When two vehicles meet another vehicle on a single-lane oversand route, you must the operator of the vehicle in the best position to~~ yield if you are in the better position to yield. When yielding, you must ~~will~~ pull out of the track only ~~so far enough as necessary to allow~~ let the other vehicle ~~to~~ pass safely. You must ~~and then will~~ move back into the established track before you resume ~~resuming the traveling in your original direction of~~ travel.

(c) If you ~~When the process of make a hole while freeing a stuck vehicle that has been stuck results in ruts or holes, you must the operator will~~ fill the rut or hole ~~created by such activity before removing the vehicle from the immediate area you drive away.~~

#### § 7.527 What activities are prohibited?

The following are prohibited:

- (a) Driving off a designated oversand route.
- (b) Exceeding a speed of 15 miles per hour unless posted otherwise.
- (c) Parking a vehicle in an oversand route so as to obstruct traffic.
- (d) Riding on a fender, tailgate, roof, door or any other location on the outside of a vehicle.
- (e) Driving a vehicle across a designated swimming beach at any time when it is posted with a sign prohibiting vehicles.
- (f) Operating a motorcycle on an oversand route.

#### § 7.528 May I launch a boat from a designated open route corridor?

You may launch a boat ~~trailer and launching by permitted ORVs in~~ from a designated open route corridor ~~is permitted~~. You must have an NPS permit for the vehicle that you use to transport your boat through the corridor.

## Rewriting a Short Rule: Step by Step

### The final product -- A plain language rule

#### § 7.525 Where can I drive on the beach?

When driving on the beach, you must follow all applicable provisions of this chapter, including part 4, as well as the provisions of this section.

**(a) You must drive in a corridor extending from a point 10 feet seaward of the spring high tide drift line to the berm crest. Delineator posts mark the landward side of the corridor in critical areas.**

**(b) You may drive below the berm crest only to pass a temporary cut in the beach, and you must return to the crest immediately following the cut.**

**(c) On an inland oversand route, you must drive only in a lane between the delineator posts that mark the sides of the route.**

**(d) You must not drive on an oversand route when tides, nesting birds or surface configuration prevent vehicle travel within the marked corridor.**

#### § 7.526 What must I do when I meet another vehicle on the beach?

**(a) If you meet another vehicle on the beach, you must yield if the water is on your left .**

**(b) If you meet another vehicle on a single-lane oversand route, you must yield if you are in the better position to yield. When yielding, you must pull out of the track only far enough to let the other vehicle pass safely. You must then will move back into the established track before you resume traveling in your original direction .**

**(c) If you make a hole while freeing a stuck vehicle, you must fill the hole before you drive away.**

#### § 7.527 What activities are prohibited?

The following are prohibited:

**(a) Driving off a designated oversand route.**

**(b) Exceeding a speed of 15 miles per hour unless posted otherwise.**

**(c) Parking a vehicle in an oversand route so as to obstruct traffic.**

**(d) Riding on a fender, tailgate, roof, door or any other location on the outside of a vehicle.**

**(e) Driving a vehicle across a designated swimming beach at any time when it is posted with a sign prohibiting vehicles.**

**(f) Operating a motorcycle on an oversand route.**

#### § 7.528 May I launch a boat from a designated open route corridor?

You may launch a boat from a designated open route corridor. You must have an NPS permit for the vehicle that you use to transport your vehicle through the corridor.

*Note:* This rule does not appear in this form in the Federal Register. We have changed and rearranged the rule in order to have a sample that fits on one page and that illustrates the points that we wished to make.