

PURPOSE: To establish a University-wide standard for the safe operation of non-licensed vehicles on University premises.

DEFINITION: A non-licensed vehi-1 (e) TJ 0 -1.15 Td [(pr)3 (e)4 (m)-2 (i)-2 (s)-1 (e)4 (s)-1 (onl)-12 (y)20 (;)-2

Shall assure that each individual who has been assigned to operate non-licensed vehicles or who would reasonably be expected to operate a non-licensed vehicle within the course and scope of their employment or service to the University complies with the following:

Receives appropriate training prior to commencement of responsibility to operate non-licensed vehicles.

Attends non-licensed vehicle safety training every three years.

Is provided periodic evaluation, counseling and training as may be appropriate to correct non-compliance with the Non-Licensed Vehicle Safety Policy.

Completes and signs the Non-Licensed Vehicle Safety Information Acknowledgement Form.

Shall assure that completed Non-Licensed Vehicle Safety Information Acknowledgement Forms are maintained on record with their department for a minimum of three calendar years.

Employees:

Shall be knowledgeable regarding the requirements of the University Non-Licensed Vehicle Safety Policy.

Shall acknowledge responsibility and accountability for compliance with the Non-Licensed Vehicle Safety Policy by completing the Non-Licensed Vehicle Safety Information Acknowledgement Form.

Shall attend non-licensed vehicle safety training as required.

Director of Environmental Health and Safety:

Shall coordinate University-wide compliance with the University Non-Licensed Vehicle Safety Policy and facilitate non-licensed vehicle safety training as requested.

1. Non-licensed vehicles shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times.
2. Each requirement of this policy applicable to safety and considerations for care and courtesy shall be applied for person in wheelchairs or any type of mobility assistance device.
3. Non-licensed vehicles shall be operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.
4. Supervisors shall assure that each employee within their unit, who is authorized to operate non-licensed vehicles, is appropriately advised of all requirements of the University Policy.
5. Non-licensed vehicles shall use perimeter sidewalks whenever possible when traveling from south campus to north campus or north campus to south campus.
6. Non-licensed vehicles shall drive off the sidewalk and stop the vehicle when pedestrians approach. When pedestrian passes, get back on the sidewalk for travel.

14. State employees, officers and agents, contractors, vendors or volunteers to the University are the only passengers permitted on those non-licensed vehicles intended for the servicing of University buildings and facilities.
15. Supervisors shall assure that non-licensed vehicles are operated in accordance with the manufacturer's recommendations. Non-licensed vehicles shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
16. Any non-licensed vehicle intended to be operated in excess of 15 miles per hour shall be equipped with specific safety features that include, but are not limited to seat belts, windshields, headlights and rear view mirrors. All speed limits shall be observed.
17. Non-licensed vehicles intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights. Non-licensed vehicles not equipped with headlights shall not be used from dusk to dawn.
18. Supervisors shall assure that each non-licensed vehicle is tagged with the maximum load capacity recommended by the manufacturer. Non-licensed vehicles equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
19. Employees shall not operate non-licensed vehicles owned by other departments unless approval has been granted by

25. Non-licensed vehicles shall be operated in accordance with the following specific rules:

Non-licensed vehicles shall not be parked within 15 feet of the entrance or exit of any building, except at loading docks.

Operators shall stop non-licensed vehicles at all blind intersections and sound horn before proceeding.

Non-licensed vehicles shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic.

Operators shall not drive on University Avenue, North Oak Street or General Pershing unless equipped with seat belts, windshield, lights, turn signals and horn.

Operators shall not stop (bring to rest) non-licensed vehicles in the middle of roads or walkways.

Non-licensed vehicles shall not be driven in buildings or through the Student Union Mall.

Non-licensed vehicles shall not be driven or parked in breezeway of Fayard Hall, in the entrances/ breezeways/sidewalks of the Student Union or on the sidewalk between Campbell Hall and Student Union Annex.

Non-licensed vehicles shall not be parked or driven in covered entrance of Pennington Center.

Disconnect the battery charging cable before taking off.

Before starting the vehicle, assure it is not in gear.

Check the area behind the vehicle before backing up.

Observe the limit of two (2) occupants per seat rule.

Ensure that all items which hang out of the non-licensed vehicle will not fall out or hit objects when passing buildings or vehicles.

Always remain seated and hold on while vehicle is in motion. All body parts – feet, legs and arms must remain inside the vehicle at all times.