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# Utility Vehicle

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### I. REASON FOR THIS POLICY

To establish standards for the safe use and operations of Utility Vehicles on the University of South Dakota Campus.

### II. STATEMENT OF POLICY

Utility Vehicles operated on the University of South Dakota campus may only be used for official university business by university employees, student employees, university approved volunteers, and contracted vendors.

This policy establishes consistent standards regarding: Vehicle Operating Standards, Department & Driver Responsibilities, Operator Requirements & Standards, Vehicle Condition and Standard Safety Features, and Accident Reporting Procedures.

### III. DEFINITIONS

**UTILITY VEHICLES:** Unlicensed specialty vehicles to include, but are not limited to golf carts, riding lawn mowers, Charlie Carts, Segways, Toro Workmen, Gators etc.

**AUTHORIZED DRIVER:** A person who has completed Utility Vehicle driver education.

**ACCIDENT:** Any incident that results in damage to a Utility Vehicle, university property, property of others, or bodily injury.

## IV. PROCEDURES

Utility Vehicles may be used by employees and contracted vendors to fulfill their duties such as transport equipment and people, patrol the campus grounds, make deliveries, and support campus maintenance activities.

### **Utility Vehicle Operating Standards**

To operate a university owned/leased utility vehicle the operator must be trained in safe operation of the vehicle. The Utility Vehicle training program is provided by the University Safety Officer and/or the departmental supervisor. Utility vehicle operation is governed under South Dakota Codified Law and operators are subject to the rules of the road. Utility Vehicles will be operated in a manner that does not impede or interfere with pedestrians on sidewalks. Utility Vehicles shall not be driven on the street if a sidewalk is available. Crossing of streets is permitted at marked intersections. Utility Vehicles will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians:

- Never back up without looking to see what is behind the Utility Vehicle
- Never leave the keys in the Utility Vehicle when unattended.
- When the Utility Vehicle is not in use, place the control lever in the park or neutral position, set the parking brake and remove the key.
- All passengers should remain seated, keep hands, arms, legs and feet within the confines of the Utility Vehicle at all times when the vehicle is in motion.
- A Utility Vehicle should be operated at a speed equivalent to:
  - Sidewalk- speed of a walk --- 3.5 mph
  - Parking lots – 10 mph
  - Street – Obey speed limit
- Observe all traffic laws, such as coming to a complete stop at stop signs, signaling before turning if able, and keeping to the right, except to pass, and pressing the button at all crosswalks.
- Reduce speed when approaching pedestrians. Pedestrians will be always given the right way.
- Slow down speed bumps and uneven pavement. Do not drive over or off curbs.
- To avoid tipping, drive the cart straight up and straight down slopes - not on a diagonal.
- Do not drive while distracted. If something other than driving the cart has your attention, stop the vehicle. This includes eating, talking or texting on a cell phone, jotting down notes, etc.
- Do not overload the cart when transporting items and make sure items are securely fastened.
- Loads should not extend for more than a foot to either side or the front of the golf cart.
- Use brightly colored material to flag any loads that extend more than three feet from the rear of the golf cart.
- Only allow towing by those Utility Vehicles originally designed for towing.
- Never exceed the number of available seats for the number of passengers.
- If the Utility Vehicle is equipped with seatbelts, they must be worn by all occupants when the vehicle is in motion.

Utility Vehicles will not be parked:

- In Fire Lanes
- In metered parking spaces
- In Handicap parking
- In Reserved parking
- Within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic.
- On sidewalk or ramps which would impede handicap accessibility

### **Supervisor Responsibilities**

Supervisors will ensure that each employee in their department who operates a Utility Vehicle is properly advised of this policy. Supervisors shall ensure that all employees have received Utility Vehicle training provided by the University Safety Officer, including hands on instruction, prior to the usage of the vehicle. The University Safety Officer will maintain all training documents.

Departments will implement procedures for the control of Utility Vehicles. Procedures will include the use of a “sign out log” for keys to the Utility Vehicle. Supervisors will be responsible for seeing to the timely repair of safety and maintenance concerns; if the Utility Vehicle cannot be operated safely without said repairs taking place, the Utility Vehicle will be taken “out of service” until the repairs are completed.

### **Employee/Operator Requirements & Standards**

No one under the age of eighteen (18) will operate a Utility Vehicle.

Utility vehicle operators must possess a valid driver’s license.

Utility Vehicle operators are responsible for the security of ignition keys during the time a Utility Vehicle is assigned to them. Any time a Utility Vehicle is unattended, the ignition will be turned off, and the key will be removed from the ignition and kept in the possession of the authorized operator. Utility Vehicles operators are not permitted to drive while wearing devices that impede hearing, e.g., stereo headsets, earplugs, etc., however earplugs are recommended when a riding lawn mower is engaged in the mowing of lawns.

Each Utility Vehicle operator is responsible for providing timely notification of safety and maintenance concerns to the supervisor of the department to which the Utility Vehicle is assigned.

### **Utility Vehicle condition and Standard Safety Features**

Utility Vehicles operated at night will be equipped and maintained with working headlights and taillights. Utility Vehicles without headlights and/or taillights are to be used only during daytime operations. Electric turn signals are required for nighttime operation; hand signals suffice for daytime operation. Utility Vehicles should be well maintained and in good operating condition.

### **Accident Reporting Process**

All accidents involving a Utility Vehicle will be reported immediately to the supervisor of the department to which the Utility Vehicle is assigned, and to the University Police Department regardless of whether property damage or personal injury occurred.

## V. RELATED DOCUMENTS, FORMS AND TOOLS

Not Applicable.