

Texas A&M University Environmental Health & Safety Department

Utility Vehicle Operating Procedures Program

Effective Date: 01/24/2006

Subject: Utility Vehicles, Golf Carts, Club Cars, Gators, Tractors, Mowers and Four Wheel ATVs (Three Wheel ATVs not included).

This policy provides guidelines for the use of Utility Vehicles and/or similar slow moving vehicles (SMV) on the campus of Texas A&M University. The intent is to enable operators to avoid situations that may compromise their safety and avoid damaging the vehicle or other property, as well as to promote a safer environment for students, faculty, staff, and Visitors.

STATEMENT OF PROCEDURE

All members of the University community are covered by these Procedures (students, staff, faculty and contractors/vendors). All operators of Utility Vehicles must meet the following criteria before operating a Utility Vehicle on property under the jurisdiction of Texas A&M University:

- Possess a valid Texas driver's license.
- Know and adhere to the State of Texas motor vehicle laws.
- Annually review the **Utility Vehicle Operating Procedures Program** provided by the Environmental Health and Safety Department.

Safety

1. All original equipment safety features must be kept in good working order.
2. The following outlines procedures for the safe operation of Utility Vehicles:
 - Supervisors must monitor and document that all persons operating Utility Vehicles have been instructed in the safe operation of Utility

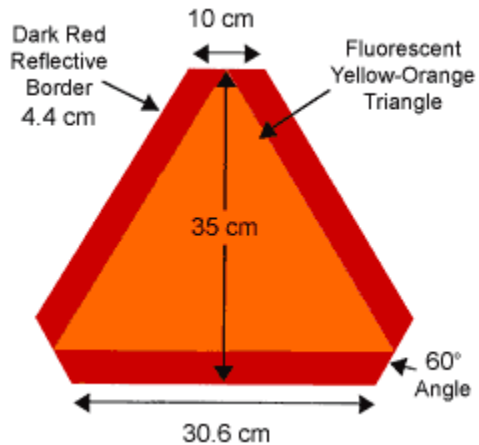
Vehicles and have read the Utility Vehicles Operating Procedures Program.

- **Utility Vehicles are not to be overloaded, i.e. carrying more passengers than seating provided** or overloading the Utility Vehicles recommended carrying or load capacity (**Seat belts must be used when provided**).
- **No one is permitted to ride on the running boards, fenders, or any part of the Utility Vehicle except the seats.**
- **All body parts – feet, legs, and arms shall be kept inside the Utility Vehicle** while it is in motion, unless the operator is signaling for a turn.
- The **MAXIMUM** speed limit for Utility Vehicles off standard roadways is **10 mph (5 mph when pedestrians are present)**.
- Utility Vehicles may operate on University roadways, but must adhere to posted speed limits. Utility Vehicles must operate only on University campus/property. All Utility Vehicles should travel in the right hand lane, unless turning left.
- Pedestrians have the right-of-way on campus. Utility Vehicles must yield to pedestrians on sidewalks. **SPEED IS TO BE REDUCED TO A MINIMUM (5 mph max.) WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.**
- Utility Vehicle operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of Utility Vehicles.
- Operators must park Utility Vehicles away from heavily traveled pedestrian areas.
- Operators are not to block the path, limit pedestrian access on walkways, nor park at entrances to buildings.
- Utility Vehicle operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in Utility Vehicles.
- Exiting the utility vehicle
 - (1) Turn the key to “off” position.
 - (2) Engage brake.
 - (3) Remove the key.

- University owned Utility Vehicles are to be used for University business only.
- No utility vehicle shall be operated between dusk and dawn without properly working headlights and taillights.
- The operator must report any accidents to the University Police Department and to the operator’s supervisor.

3. All Utility Vehicles and trailers (pulled by Utility Vehicles) must have clearly displayed on the exterior of that Vehicle and any trailer towed the slow moving vehicle reflective triangle.

This is an example of the required Slow Moving Vehicle Reflective Triangle:



4. University owned Utility Vehicles are to be maintained in accordance with manufacturer's specifications.
 - Departments are responsible for keeping all original equipment and safety features in good working order.
 - Modification or tampering with a Utility Vehicle governor is prohibited and is a violation of Federal Law.
5. Personally owned Utility Vehicles are prohibited from operating on University property (Except at golf course).

The safe operation of Utility Vehicles is paramount. Failure to follow this procedure, render common practices or courtesies, or follow rules of the road for the State of Texas, could result in citation, appropriate disciplinary action, and/or suspension of operator's Utility Vehicles driving privileges.

EHS 1/24/2006