

**UNIVERSITY OF NORTH FLORIDA
POLICY**

DIVISION: Administration and Finance
DEPARTMENT: University Police Department
SUBJECT: Operation of gas and electric powered UNF service vehicles

OBJECTIVE & PURPOSE:

To establish policies for the safe use of service vehicles (Gas and Electric Powered) on the UNF campus.

AUTHORITY:

POLICY:

This policy is written to establish standards for the acceptable operation of service vehicles and carts on the University campus. Service vehicle refers to, gas or diesel powered, passenger, utility and maintenance vehicles. Service cart refers to small, gas or electric powered, passenger and utility vehicles.

No person shall operate a cart or service vehicle until they have reviewed this policy and the current red-zone map (attached). Operators shall also review this policy and map at the beginning of each calendar year. Department Supervisors are responsible for completing this review annually and when employing new operators. Copies of signed review sheets shall be forwarded to the Department of Environmental Health & Safety.

All carts and service vehicles shall be appropriately marked with an identifying number (front, rear and sides). Arrangements shall be made for this identification through Physical Facilities.

Cart and service vehicle operators shall observe and obey all vehicular traffic control signs, devices and regulations.

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Carts and service vehicles shall be operated at speeds appropriate for the pedestrian traffic and road conditions. Pedestrians shall have the right of way and operators shall be vigilant for disabled pedestrians.

Carts and service vehicles shall not carry more passengers than seating capacity or be overloaded beyond the rated load capacity.

Special red-zone maps have been prepared to identify areas where cart and service vehicle traffic is restricted and parking areas have been established. All carts shall have a copy of this map affixed in a conspicuous location.

Carts and service vehicles shall be operated on the drives and walkways of the campus perimeter as indicated on the current red-zone map. No cart or service vehicle will be permitted in the campus core, on grass or landscaped areas, on or under the covered walkways except for emergencies, special deliveries and between the hours of 11:00 p.m. and 7 a.m. Otherwise, authorization to enter the core must be obtained from the University Police Department (UPD) through department heads.

All carts and service vehicles traveling UNF roadways shall utilize the sidewalk or shoulder of the road, except when necessary to cross these roads.

Operators shall not leave keys in carts or vehicles while unattended.

Carts and service vehicles shall not be operated unless they are equipped with working brakes, reliable steering, safe tires, electric horn, a flashing light, rear-view mirror and reflectorized warning devices on both front and rear. Those carts that may be operated after dark shall be equipped with working headlights.

All equipment and safety features must be kept in good working order. To facilitate this, a preventative maintenance program is available through Physical Facilities.

Operators shall report all accidents to the UPD and their immediate supervisor. If any injuries are involved, the UNF Accident Investigation Form, available in departmental offices or on the EH&S Web page, must be completed by the supervisor. If employee injuries are involved, the supervisor must complete the First Report of Injuries and Illnesses form, available in Human Resources.

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Operators found violating this policy will be cited by the UPD and reported to their department supervisor. Repeat offenders shall lose their operating privileges and be subject to disciplinary action.

Reports of policy violations should be directed to the UPD and include description of the operator, date, time, location and description of the violation, as well as the cart identification number.

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