



| Policy Number  | Subject   | Effective Date   | Revised Date   |
|--|---|--|--|
|  | <b>Operation of Gas and Electric Powered UNF Service Vehicles</b> |  | 10/21/11   |
| <b>Responsible Unit/Division: Environmental Health &amp; Safety / Administration and Finance</b> |   |  |  |
| <input type="checkbox"/> New Policy  | <input type="checkbox"/> Major Revision of Existing Policy        | <input type="checkbox"/> Minor/Technical Revision of Existing Policy | <input checked="" type="checkbox"/> Reaffirmation of Existing Policy |

**I. OBJECTIVE & PURPOSE**

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

**II. STATEMENT OF POLICY**

This policy is written to establish standards for the acceptable operation of all UNF, contractor and vendor service vehicles and carts driven 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 unless they are a UNF employee or authorized contractor/vendor. No employee or authorized contractor/vendor shall operate a cart or service vehicle until they have reviewed this policy and the current red-zone map. This review shall also occur at the beginning of each calendar year. Department Supervisors are responsible for completing this review annually and when authorizing 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.

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 or red zone must be obtained from department heads and proof of such must be available in the cart for review by the University Police Department (UPD).

All carts and service vehicles traveling UNF roadways shall utilize the sidewalk or shoulder of the road, except when necessary to cross these roads. Carts and service vehicles shall not be operated along roadways or sidewalks off the main campus to access Osprey Fountains Housing, UNF Hall, Alumni Hall or other off campus locations. 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 provided through Physical Facilities. Departments are required to deliver carts and service vehicles to the Vehicle Maintenance Shop when vehicles are due for service.

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.

Operators found violating this policy will be cited by the UPD and reported to their UNF 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.