

## Five College Risk Management Safety Guidelines on the use of Unlicensed Off-Road Vehicles

**Approved:** *Five College Risk Manager, Fall 2009*

**History:** *none*

**Related Policies:** Driver Credentialing <http://www.fivecolleges.edu/sites/riskmgmt/driver/>  
No Cell Phones <http://www.fivecolleges.edu/sites/riskmgmt/cellphones/>  
Smith College Golf Cart Policy

### **Other Information:**

**Office/Administrator Responsible:** Check with your campus Facilities Management Office or the Director of Facilities Management for policies that may apply specifically to your campus. Call the Risk Manager for other questions.

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### **I. Introduction/Purpose:**

To establish guidelines for the safe use of "unlicensed off-the-road vehicles" on campus

### **II. Scope:**

The guidelines cover all types and makes of unlicensed or unregistered off-the-road vehicles: three (3), four (4), or six (6) wheel vehicles, electric or gas powered, or alternative fuel vehicles, used for transportation of people, equipment, products, etc., on campus or for grounds, facilities maintenance or any other purpose, hereafter referred to as "off-the-road vehicles".

### **III. Definitions:**

- A. As used in this document, the term "unlicensed (unregistered) off-road vehicles operated on the campus" includes golf type carts.
- B. Credentialed Drivers are those drivers who have been credentialed by their department, and who meet the College standard for driving. The credentialing policy is available at:  
<http://www.fivecolleges.edu/sites/riskmgmt/driver/>

### **IV. Guidelines:**

- A. Only off-the-road vehicles essential to maintaining and servicing College facilities and academic, athletic, administrative or development functions shall be permitted to be operated on campus. Requests for transports for mobility impaired persons should be referred the Office of Disability Services or campus equivalent. Summer conference requests should be directed to the Conference Office or your campus equivalent.
- B. Only Credentialed Drivers of the College may operate off-the-road vehicles.  
<http://www.fivecolleges.edu/sites/riskmgmt/driver/>
- C. Pedestrians shall have the right-of-way on all walkways of the campus at all times.
- D. If an off-the-road vehicle is in an area when pedestrians are present, vehicle speed shall be reduced to a walking pace, and operated with care and courtesy for pedestrians. The operator shall either stop, or go around groups of people, even if the off-the-road vehicle has to leave the road or sidewalk and drive on the grass.
- E. The following areas shall be "Off-Limit-Areas" at all times:

1. Any street or roadway located off College property.
  2. Designated bicycle paths or lanes, if applicable.
  3. Particular attention should be given to driving off-the-road vehicles near any pond, stream or on steep inclines.
- F. While traveling on campus roads, all motor vehicle laws shall be observed. Off-the-road vehicles shall be operated at speeds no greater than all safety concerns demand. Off-the-road vehicles must use a designated cross walk to cross a public road.
- G. Off-the-road vehicles shall be parked so as not to obstruct normal egress from buildings or block exits, handicapped ramps or paths of pedestrian travel on sidewalks. Off-the-road vehicles may not be parked in handicapped spaces, metered parking spaces, reserved spaces (unless specifically reserved for the off-the-road vehicle) or fire lanes. Whenever possible off-the-road vehicles shall be parked in the loading dock service area of a building (but shall not block access to refuse dumpsters). Off-the-road vehicles should always be parked on level surface, when at all possible, with the emergency brake engaged.
- H. Equipment shall be loaded onto off-the-road vehicles so as not to create a hazard to pedestrians. No equipment shall be loaded on a Utility Cart type of off-the-road vehicle that exceeds the width of the cart or exceeds load capacity.
- I. Seatbelts must be worn by all off-the-road vehicle occupants at all times, if the vehicle is equipped with seatbelts. The maximum number of passengers is equal to the number of seats or seatbelts in the vehicle. All passengers must be in a seat while the vehicle is moving - no exceptions. Drivers violating this safety rule will have their driving privileges suspended.
- J. When riding in an off-the-road vehicle, all hands and feet shall be kept in the cart. Drivers must wear shoes to operate the vehicle.
- K. Under no circumstances shall an off-the-road vehicle be used to tow any equipment, unless properly equipped to do so (i.e., trailer hitches, etc.).
- L. Off-the-road vehicles must be turned off, parking brake secured and the keys removed from the vehicle when the operator leaves the vehicle, without exception. Parking on inclines should be avoided, if possible.
- M. Off-the-road vehicles are particularly prone to tipping and rolling over. Operators should use extreme caution while making turns on uneven surfaces and on hills.
- N. Smoking is prohibited in all off-the-road vehicles including Utility Vehicles.
- O. Off-the-road vehicle operators are not permitted to drive while wearing devices that impede hearing, e.g., stereo headsets, earplugs, etc. Cell phone usage while driving an off-the-road vehicle is prohibited.
- P. Off-the-road vehicles shall not be operated at night without properly working head, tail and signal lights.

#### **V. Responsibilities:**

- A. Each Department using off road vehicles shall be responsible for disseminating this policy, training all operators of off-the-road vehicles, on the above rules and safe use and ensure that appropriate corrective actions are taken when violations of this policy are reported. Violations are considered job performance issues and disciplinary action may be taken. These regulations are also incorporated in the Driver Certification Policy; accidents involving off-the-road vehicles will count as motor vehicle accidents.

- B. The operators of off-the-road vehicles shall be responsible for the safe operation of the vehicle and adherence to the policies in Section IV above.
- C. In instances where the vehicle can be identified, abuse of this policy shall be referred to the responsible Department Head. In other instances, the abuses should be referred to the Department of Public Safety.
- D. Any accident involving an off-the-road vehicle shall be reported Public Safety immediately and an accident report form completed for every incident. An accident is defined as any collision or other contact between the off-the-road vehicle and any other vehicle, property or person that results in any damage, no matter how small, to the off-the-road vehicles, to any person, to any other vehicle or to any other property.
- E. Each department shall be responsible for maintaining the safe operation of its off-the-road vehicles. Departments shall notify the Facilities Maintenance Garage of any mechanical hazard or unapproved accessories on off-the-road vehicles.
- F. All unlicensed off-the-road vehicles shall have an identification number assigned which shall be affixed to the front and the rear of the cart. The letter and numbers shall be a minimum of four (4) inches high and contrast with the color of the Utility Cart so they can be easily seen.
- G. When not in use, off-the-road vehicles must have their keys removed and be stored securely in a secure (locked) facility or chained.