

The University of Louisiana at Monroe

Utility Vehicle Safety Policy

1. Introduction
The information and instructions included in this policy will enable operators of utility vehicles to avoid situations that may compromise their safety or the safety of those in the vicinity of the vehicle, and avoid damaging the vehicle or other property.
2. Definition
A utility vehicle, as used in this policy, is defined as any vehicle used for University business, regardless of size or energy source, used primarily for the transportation of persons or cargo which is non-licensed, including golf carts, club cars, Gators, tractors, mowers and ATVs.
3. Scope
This policy applies to all utility vehicles owned, leased, or operated on University premises by University employees, volunteers, contractors, vendors, or agents.
4. Requirements
 - a. Possess a valid Louisiana driver's license.
 - b. Complete the Driver Safety Program offered by the university.
 - c. Know and adhere to the State of Louisiana motor vehicle laws.
 - d. Successful completion of annual Utility Vehicle Training (operator's training will include signing a statement of understanding).
5. Responsibilities
 - a. Vice Presidents, Deans, Directors, and Departments Heads
Ensure overall implementation of this policy.
 - b. Supervisors
 - i. Ensure that all employees in their department who are authorized to use utility vehicles complete the requirements of this policy prior to operating a utility vehicle.
 - ii. Implement procedures for control of utility vehicles registered to their department.
 - iii. Ensure that utility vehicles are operated in accordance with the manufacturer's recommendations.
 - iv. Ensure each utility vehicle is tagged with the maximum load capacity recommended by the manufacturer.
 - v. Provide periodic evaluation, counseling, and training as may be appropriate to correct non-compliance with this policy.
 - c. Employee/Student
 - i. Must be knowledgeable regarding the requirements and guidelines set by this policy.
 - ii. Responsible for the security of the utility vehicle for the period that the vehicle is assigned to them.

- iii. Immediately notify their supervisor if and when their driver's license is suspended or revoked.
 - iv. Should not operate a utility vehicle owned by other departments unless approval has been granted by the supervisor of the department/unit to which the utility vehicle is registered.
 - v. Provide timely notification of safety and maintenance concerns to the Physical Plant.
 - d. Environmental Health and Safety Office
 - i. Provide annual training of the utility vehicle policy.
 - ii. Retain all documentation of trained employees/students.
6. Safety
- a. Daily Inspection
 - i. Inspections of utility vehicles should be done at least once per day at the beginning of the operator's shift.
 - (1) Are tires inflated to the proper pressure?
 - (2) Are there any loose parts?
 - (3) Are all the fluids maintained at the proper levels?
 - (4) Is there any evidence of fluid leaks?
 - (5) Is the vehicle steering loose?
 - (6) Is the audible reverse alarm operational, if equipped?
 - (7) Are the brakes functioning properly?
 - (8) Are the side and rear view mirrors in good condition, e.g., not cracker, fogged, loose, or dirty?
 - (9) Are seat belts accessible for use and in good condition?
 - (10) Is the horn operational?
 - (11) Are all signals fully functional?
 - (12) Is all the original equipment safety features maintained in good working order as recommended by the manufacturer's service schedule?
 - (13) Are operational flashing hazard lights on top of the utility operational?
 - (14) Are slow moving vehicle reflective triangles clearly displayed on all utility vehicles and trailers in tow?
 - (15) Are there any other visibly defective items noted?
 - ii. Anything noted to be not in proper working order should be reported to the Supervisor and the utility vehicle taken out of service until properly repaired.
 - b. Seats belts must be used when provided.
 - c. No utility vehicle shall be operated between dusk and dawn without properly working headlights and taillights.
 - d. All utility vehicles must be equipped with a functional horn.
 - e. Utility vehicles shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.
 - f. Operators of utility vehicles which are not equipped with turn indicators shall use appropriate hand signals.

- g. Cargo
 - i. Utility vehicles equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
 - ii. Materials and equipment shall be loaded so they will not cause a hazard by shifting or falling off.
 - iii. Top heavy equipment is especially dangerous and should be secured near the center of the cart to avoid tipping. Be extremely careful during turning maneuvers.
 - iv. Loads must not extend more than one foot from either the side or the front of a utility vehicle.
 - v. Loads that extend more than three feet from the rear of the cart must be flagged with a brightly colored material, usually red or orange.

- 7. Operation
 - a. Authorized Utility Vehicle Operators
 - i. Employees/students that have satisfactorily completed the requirements outlined above in section 4.
 - ii. Utility vehicles shall be operated in compliance with the common “rules of the road” regardless of whether vehicles are operated on sidewalks or roadways.
 - iii. Utility vehicles shall be operated in a manner that does not interfere with normal pedestrian or vehicular traffic flow on roadways, sidewalks, and ramps.
 - iv. Utility vehicles shall not be driven in buildings.

 - b. Speed Limit
 - i. All speed limits shall be observed.
 - ii. Operators must account for conditions that may require driving at slower speeds:
 - (1) Slippery sidewalks, roadways, or other surfaces due to rain, ice, snow, sand, or oil.
 - (2) Heavy pedestrian traffic.
 - (3) Reduced visibility due to weather conditions.
 - (4) When approaching intersections or blind spots.

 - c. Intersections and Crosswalks
 - i. Operators must come to a complete stop before crossing a roadway or proceeding through intersecting sidewalks or other areas that have blind spots.
 - ii. Operators must stop utility vehicles at all blind intersections and sound horn before proceeding.
 - iii. Operators may cross roadways only at pedestrian crosswalks by slowly driving alongside the pedestrian crosswalk (do not drive within the marked pedestrian crosswalk).
 - iv. Operators must obey all traffic signals. Operators must look in all directions prior to entering the intersections and crossing.

- d. Pedestrians (including those who employ wheelchairs or any type of mobility assistance)
 - i. Utility vehicles shall be operated with the utmost courtesy, care, and consideration for the safety and convenience of pedestrians.
 - ii. Pedestrians shall be afforded the right-of-way at all times.
 - iii. Operators must account for the fact that a pedestrian may be physically impaired and unable to hear or see the utility vehicle, or unable to move quickly.
 - iv. Operators must reduce speeds in heavy pedestrian traffic or stop until the traffic has lessened.
 - v. Operators must never attempt to get pedestrians out of their way by intimidating them to step off the sidewalk.
 - vi. Whenever an operator feels he/she cannot predict the actions of a pedestrian or other vehicle operator, he/she must come to a complete stop before proceeding.

- e. Parking
 - i. Utility vehicles shall not be parked within 6-8 feet of the entrance or exit of any building, except at loading docks, safety equipment, or machinery.
 - ii. Utility vehicles shall not be parked in a way that blocks stairs, sidewalks, fire hydrants, fire lanes, or handicap ramps.
 - iii. Utility vehicles shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic.
 - iv. Utility vehicles shall not be driven or parked in the breezeway of any building.
 - v. Utility vehicles shall not be parked or driven in covered entrances of buildings, including the entrance of the library.

- f. General Guidelines
 - i. All body parts – feet, legs, and arms shall be kept inside the vehicle while it is in motion, unless the operator is signaling for a turn.
 - ii. Operators or passengers shall not jump on or off carts in motion.
 - iii. Observe the limit of two (2) occupants per seat rule.
 - iv. No passengers will be permitted on utility vehicles unless provided with adequate seating. No one is permitted to ride on the running boards, fenders, or any part of the cart except the seats.
 - v. Always remain seated and hold on while vehicle is in motion.
 - vi. Before starting the vehicle, assure it is not in gear.
 - vii. Check the area behind the vehicle before backing up.
 - viii. Slow down before and during turns. All turns shall be executed at reduced speeds.
 - ix. Drive the vehicle only as fast as terrain and safety considerations allow.
 - x. Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect your ability to operate the vehicle safely.

- xi. Avoid sudden stops or change of direction that may results in a loss of control.
 - xii. Operators shall not stop in the middle of roads or walkways.
 - xiii. Brake to control speed when traveling down an incline.
 - xiv. Exiting the utility vehicle
 - (1) Turn the key to “off” position.
 - (2) Engage brake.
 - (3) Remove the key.
8. Enforcement
- a. The supervisor and any utility vehicle operator must review this policy annually or as situation warrants.
 - b. Violations of this policy shall be reported to the Environmental Health and Safety Office.
 - c. The operator’s supervisor shall be notified.
 - d. The privilege of operating a utility vehicle may be revoked at anytime.
 - e. University progressive disciplinary procedures shall apply to employees who violate this safety policy. Vendors and contractors shall face sanctions appropriate to the terms of their contract with the University.