

# Los Rios Community College District

## Campus Utility Vehicle Operating Policy and Procedures

### Campus Utility Vehicle Traffic Safety Guidelines

1. All operators must be 18 years old and have a valid Class "C" or passenger automobile driver's license from any State.
2. All operators must have completed district approved training in the safe operation of all utility vehicles prior to first use. Utility vehicles include all electric and engine powered utility vehicles operated on District property.
3. Safety belts must be worn at all times while operating utility vehicles if so equipped from the factory.
4. The utility vehicles are not to exceed the speed of 25 mph, and are NOT be operated on paved roads with speed limits that exceed 25 mph OR off campus.
5. One adult as the driver and one passenger is the maximum capacity for utility vehicles unless factory installed seating is provided for an additional number of occupants. Children are not permitted as passengers.
6. The operator of the utility vehicle shall take responsibility to inspect each vehicle before first operation on each shift. If a vehicle is found to be unsafe or in need of repairs, notify your supervisor and remove the vehicle from service until it can be properly repaired.
7. Items being transported in utility vehicles must be carried in the utility space to the rear of the vehicle, if so equipped and be covered with the safety net or otherwise secured against loss or movement.
8. brakes shall be used at all times when vehicle is unattended, and for extra braking if needed during the decent down a sharp grade.
9. While parking on a sharp incline, the front wheels of the vehicle are to be turned to the right (or into the curb or parking stop where applicable).
10. All established traffic regulations, speed limits, and campus policies shall be observed.

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- 11.** Utility vehicle operators shall yield to all traffic and pedestrians.
- 12.** Wherever possible, utility vehicles are to be operated as far to the right of the roadway as may be safely possible to allow other vehicles to pass.
- 13.** Driving on sidewalks, handicap ramps, and over curbs is prohibited. (Exception: carts may be driven on sidewalk areas if access is required and permission is granted by campus management. Extreme caution must be used and carts must not be driven over 5 mph in these areas.)
- 14.** Double parking or blocking any street or walkway is prohibited.
- 15.** All utility vehicles are to remain on Campus property at all times.
- 16.** All vehicles involved in any mishaps and or accidents shall be reported to the campus police department immediately.
- 17.** Any violations of campus utility vehicle policy and procedure shall result in disciplinary action and/or the loss of vehicle operating privileges.
- 18.** All inclines are to be descended slowly, and utility vehicles may not be allowed to coast in the neutral position at any time.
- 19.** All operators shall slowdown and sound the horn at turns and intersections where vision is impaired.
- 20.** Hand signals for turning and stopping shall be used to let other vehicles anticipate your intentions unless equipped with electric turn signals and brake lights.
- 21.** Utility vehicle lights are to be on at all times while operating the vehicle.
- 22.** Horseplay or other careless operation of the vehicle is prohibited.
- 23.** Operators, and those riding in a utility vehicle may not place any part of their body outside the running lines of the vehicle.

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24. The driver, when leaving the utility vehicle unattended shall always remove keys or disable the vehicle to prevent unintended movement or unauthorized use.
25. Campus utility vehicles shall park in designated spaces only, never in assigned motor vehicle spaces. Electric vehicles shall park in designated charging areas.
26. Modifications of utility vehicles are prohibited.
27. Electric vehicles shall only be charged using a properly ground 3-prong outlet in a well-ventilated area.
28. Operators **assigned** to a specific utility vehicle should check the electrolyte levels of the battery on a weekly basis and shall use appropriate protective equipment when performing such checks.
29. Driving utility vehicles under the influence of drugs or alcohol is prohibited.
30. Do not drive if your vision is obstructed by fog, rain, or dirt. Keep the windshield clean.
31. If there is inclement weather or mist, then carry a towel to wipe the windshield clear of rain and/or fog.
32. If visibility is compromised (such as if there is dense fog), then stop the cart, find a safe place to pull over, secure the cart, and continue on foot.
33. Use extra caution on wet or icy surfaces as well as on loose gravel.