



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Small Vehicle Safety Program

Last Updated: 3/25/09

1.0 POLICY

It is the policy of California State University, Stanislaus and University Police to establish rules and regulations for the safe operation of small electrical or gasoline powered vehicles.

2.0 PURPOSE

The purpose of this program is to provide departments with a program for training individuals in the proper and safe driving practices of small vehicles. Training is required to inform users of their safe operation. The majority of accidents involving small vehicles are the fault of the operator. In some instances the operator had not been properly trained. More often, the accidents result from careless acts. The potential of an accident is increased due to a high center of gravity and low vehicle weight. Prevention of vehicle related accidents and injuries and property damage is a primary purpose of this program.

3.0 SCOPE

The Small Vehicle Safety Program affects all who operate small vehicles for University business. Department leadership is responsible for compliance with this program. "Small Vehicles" include, but are not limited to: three or 4 wheeled electric or gas powered golf carts, utility vehicles, all terrain vehicles, small maintenance vehicles, escort shuttles, or disabled transport carts.

4.0 RESPONSIBILITIES

4.1 University Police

- a. Develop and administer the Small Vehicle Safety Program
- b. Coordinate the program with departments.
- c. Ensure that the Facilities Services Auto Shop will track maintenance problems of small vehicles relating to their misuse.
- d. Ensure departments are administering training by obtaining copies of training records.
- e. Review and update this policy as needed.

4.2 Facilities Services Auto Mechanic Shop

- a. Assure proper mechanical maintenance and that any problems discovered during operation, safety check or in the course of routine maintenance are immediately scheduled for an Auto Mechanic diagnosis.

4.3 Departments

- a. Supervise Drivers
 1. Ensure drivers are approved with Defensive Driver Clearance and are trained in the operation of small vehicles prior to their use.
 2. Review the Rules for Safe Operation of Small Vehicles (Attachment B) with operators and provide signed copies to the Defensive Driver Coordinator.
 3. Monitor the safe driving habits of operators.
- b. Report Accidents
 1. Contact University Police (x3114) to report and investigate all accidents.

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2. The driver at the time of the accident must complete State of California “Standard Report of Vehicle Accident” Form #270. Forms available at:
<http://www.documents.dgs.ca.gov/osp/pdf/std270.pdf>

c. Small Vehicle Maintenance

1. Assure that small vehicles under your department’s control are properly and routinely maintained. If you have any problems with your vehicles, do not attempt to do the work yourself. Call Facilities Services (x3211) for assistance.
2. Assure that a copy of the Designated Route Map (see Attachment A) is posted in each vehicle at all times.
3. Assure that all small vehicles that are used after dark have headlights. No vehicle and/or trailer shall be operated at night without properly working headlights and taillights.
4. Charging of Electrical Vehicles - Batteries emit explosive gases. All electric vehicles must be charged in well ventilated areas. During normal operation the concentration of these gases is rarely sufficient to be considered dangerous unless flame or sparks occur in the battery compartment close to the vent holes in the battery caps. It is important that this not be allowed to occur at any time. During the charging process, emissions are greatly increased. Any area in which charging batteries are confined must be well ventilated, and flame, sparks, or lighted cigarettes must be kept out of the charging area and away from ventilator openings associated with the charging area. Battery connections must not be disturbed while batteries are being charged.

4.4 Drivers

- a. Must complete a Defensive Driver's Course or have the equivalent Defensive Driver Waiver form on file with the University Police Defensive Driver Coordinator.
- b. Must abide by all University rules and regulations.
- c. Must immediately report all accidents to their Supervisor and confirm that the University Police Department has been contacted.
- d. Daily safety check:
 1. Windshields and windows shall be kept clear of anything that may obstruct the vision of the driver.
 2. Brakes shall be tested by the driver at the start of each day.
 3. The accelerator pedal shall be checked daily for smooth and non-binding movement (in neutral position).
 4. Lights and other signaling devices shall be inspected daily.
 5. Drivers must immediately report any maintenance concerns to their supervisor and department responsible for the vehicle.

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5.0 TRAINING PROGRAM

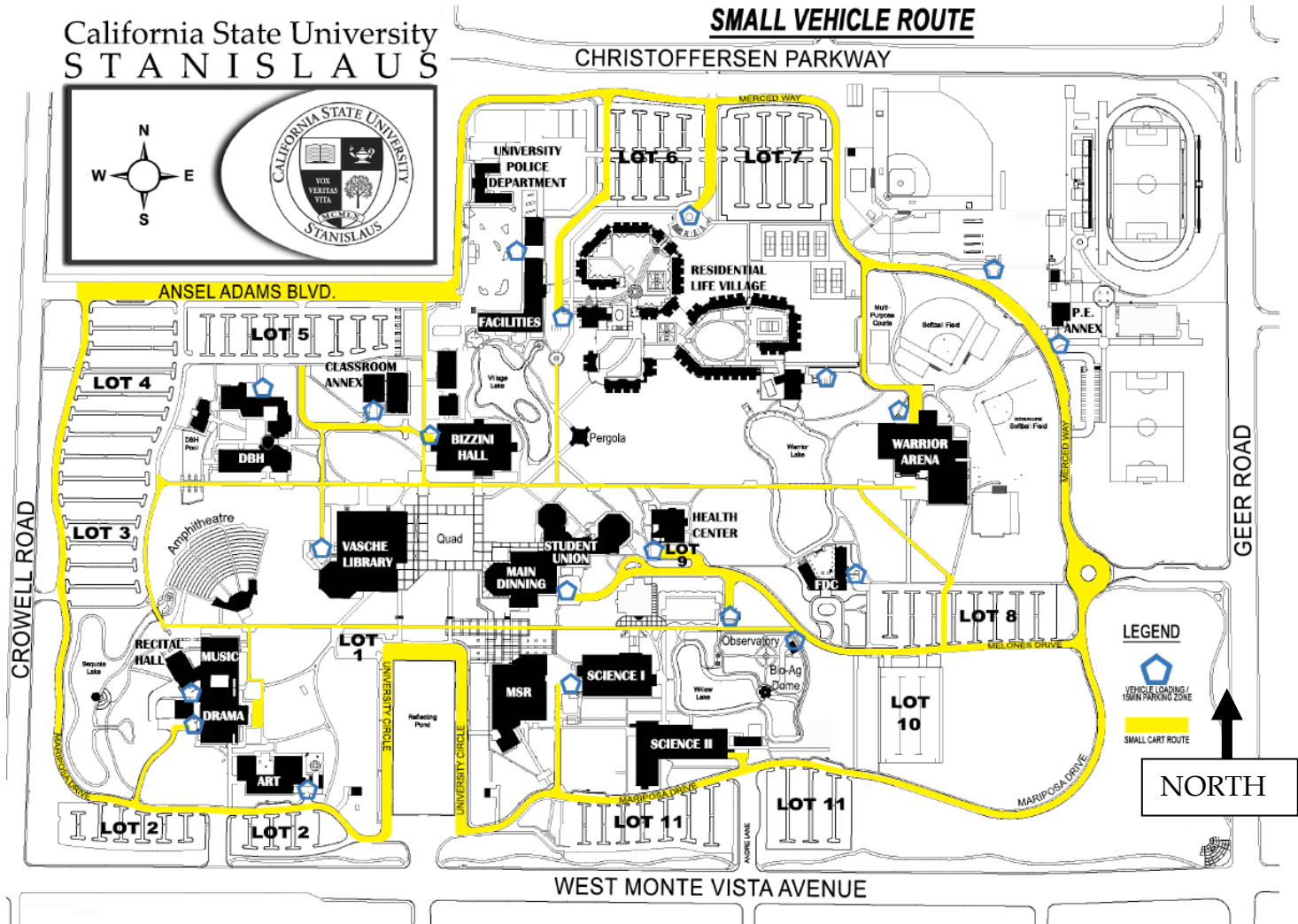
The following program is intended to assist you in training individuals on the safe operation of all small vehicles used on campus.

- a. Explain the purpose of the program as outlined in Section 2.0.
- b. Provide a copy of Rules of Safe Operation of Small Vehicles (Attachment B) and Small Vehicle Routes and Loading Zones Map (Attachment A). Also, post a copy of these rules within the department.
- c. Explain that all if you have any problems with your vehicles do not attempt to do the work yourself. Call Facilities Services (x3211) for assistance.
- d. Use the Vehicle Operator Training Record (Attachment C) to conduct a practical exercise with the new driver until they can satisfactorily operate the vehicle.
- e. The operator must sign the Rules for Safe Operation of Small Vehicles and the Vehicle Operators Training Record verifying they have been instructed on the above information.
- f. A signed copy of the Vehicle Operators Training Record (Attachment C) should be kept in the Department with a copy sent to the Defensive Driver Coordinator at University Police.
- g. Supervisors must review the Rules for Safe Operation of Small Vehicles (Attachment B) with the operators every four (4) years, and forward a copy to the Defensive Driver Coordinator at University Police.

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Attachment A

ON-CAMPUS SMALL VEHICLE ROUTES AND LOADING ZONES MAP



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Attachment B

RULES FOR SAFE OPERATION OF SMALL VEHICLES

The operation of small vehicles at CSU, Stanislaus is a privilege. The following operating rules pertain to both electric and gasoline operated small vehicles.

1. Only drivers authorized by the University who have completed Defensive Driving or have a Defensive Driver Waiver on file with University Police, and are trained in the safe operation of small vehicles shall be permitted to operate such vehicles.
2. All new vehicle operators must receive training before they are allowed to operate a small vehicle, with records of training provided to University Police.
3. Stunt driving and horseplay are prohibited.
4. No passengers will be permitted on vehicles unless provided with adequate seating. No one is permitted to ride on the running boards, fenders or any part of the vehicle other than the seats.
5. It shall be unlawful for any driver of a vehicle to fail to obey any sign or signal erected or maintained by the University to regulate the flow of traffic.
6. Operators or passengers shall not jump on or off vehicles in motion.
7. Vehicles must slow down for turns.
8. Vehicles should only be driven on University streets and/or on designated routes. Other routes shall only be used with prior approval from University Police. Failure to follow designated routes is punishable under University Parking and Traffic Ordinances (specifically PTO#15).
9. Vehicles may not be driven outside the campus boundaries.
10. Vehicles should not exceed a speed safe for conditions. In the event a sidewalk must be used, speed should be no faster than the average pedestrian. Otherwise, vehicles shall not exceed 10 mph on all inner campus pathways, and shall not exceed 25 mph on campus perimeter roadway.
11. Operators shall be familiar with and observe all established traffic laws. Citations will be issued for violation of traffic and speed laws.
12. Materials and equipment shall be loaded so they will not cause a hazard by shifting or falling off.
13. Top heavy equipment is especially dangerous and should be secured near the center of the vehicle to avoid tipping. Be extremely careful during turning maneuvers. Vehicles are particularly subject to tipping on uneven athletic fields and curbing.
14. No vehicle and/or trailer shall be operated at night without properly working headlights and taillights.
15. Safety belts must be used when provided.
16. Vehicles can only be driven on the campus main quad (bricks) area when:
 - access to a particular facility is required by a disabled person or safety escort,
 - delivery or pickup of setup materials for a special event (i.e. displays, vendors, etc.), OR
 - as necessary for maintenance vehicles.
17. Drivers and riders of all-terrain vehicles on public property must comply with Vehicle Code Section 38505 and wear a safety helmet meeting requirements pursuant to section 27802 (what type of helmet).
18. All vehicles must be driven in compliance with California Vehicle Code, all University rules and regulations and all other applicable codes.

These rules will be strictly enforced.

I, _____, have read and understand the above rules.
(Print Name)

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Department: _____ Phone: _____

OFFICE USE ONLY

Defensive Driving Status: (select one)

- Completed Dept. of General Services Defensive Driving Course as of: _____
- Completed Defensive Driving Waiver paperwork. Cleared by University Police as of: _____
- Does not have current Defensive Driver Clearance.

