



Small Vehicle Safety Program

**Last Updated: 3/2017 ADF
Last Approved: 3/2017 ALT**

1.0 POLICY

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

2.0 PURPOSE

Prevention of vehicle related accidents, injuries and property damage is a primary purpose of this program. 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. Training is required to inform users of their safe operation.

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 four 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 Safety & Risk Management

- a. Develop and administer the Small Vehicle Safety Program.
- b. Coordinate the program with departments and their employees.
- c. Provide an in person practical exercise for first time drivers.
- d. Review the Rules for Safe Operation of Small Vehicles (Attachment C) and Vehicle Operator Training Record (Attachment D) with first time drivers.
- e. Ensure departments are obtaining copies of training records.
- f. 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 (Attachment F).
- b. Will report maintenance issues to Safety & Risk Management related to their misuse.
- c. Will collect maintenance records from campus areas that oversee departmental small vehicles and will submit these records to the Chancellor's Office according to Executive Order 691 Motor Vehicle Inspections – Delegation of Authority.

4.3 Departments

- a. Department Owned Small Vehicles
 1. Must ensure that all department purchased small vehicles are on record with the University Defensive Driver and Small Vehicle Safety Coordinator.
- b. 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 C) with operators and provide signed copies to the Small Vehicle Safety Coordinator.

*CALIFORNIA STATE UNIVERSITY, STANISLAUS
SMALL VEHICLE SAFETY PROGRAM*

3. Monitor the safe driving habits of operators.
 4. Must review the Rules for Safe Operation of Small Vehicles (Attachment C) with the operators every four (4) years, and forward a signed copy to the University Defensive Driver and Small Vehicle Safety Coordinator.
- c. Reporting Accidents
1. Contact the University Police Department (209-667-3114) to report and investigate all accidents.
 2. The driver at the time of the accident must complete State of California “Vehicle Accident Report” STD. 270. The form is available at:
<http://www.documents.dgs.ca.gov/osp/pdf/std270.pdf>
 3. The Supervisor must complete the State of California “State Driver Accident Review” STD. 274 form. The form is available at:
<https://www.csustan.edu/sites/default/files/groups/Safety%20&%20Risk%20Management/std274.pdf>
- d. 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 (209-667-3211) for assistance.
 2. Ensure that inspections of vehicles are occurring and will submit records to Facilities Services in accordance with Executive Order 691.
 3. Assure that a copy of the Designated Route Map (see Attachment A) is posted in each vehicle at all times.
 4. Assure that all small vehicles that are used after dark have lights. No vehicle and/or trailer shall be operated at night without properly working headlights and tail lights.
 5. 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 Vendors/Third-Party Renters of University Facilities

- a. Must ensure that all vendors who bring their own Small Vehicles on campus, or who operate University owned Small Vehicles; comply with the safe operation and rules as set forth in the Small Safety Vehicle Program.
- b. Must notify the University Defensive Driver and Small Vehicle Safety Coordinator of all small vehicles brought to campus by vendors.
- c. Must ensure that vendors comply with all agreements as outlined in their rental contract, particularly insurance, as it relates to small vehicles on campus property.

CALIFORNIA STATE UNIVERSITY, STANISLAUS
SMALL VEHICLE SAFETY PROGRAM

4.5 Drivers

- a. Must complete a Defensive Driver's Course and the Small Vehicle Safety Training with documentation on file with the University Defensive Driver and Small Vehicle Safety Coordinator.
- b. Must complete an in-person practical exercise once with a small vehicle.
- c. Must complete the online course every 4 years.
- d. Must abide by all University rules and regulations.
- e. Must immediately report all accidents to their Supervisor and confirm that the University Police Department has been contacted.
- f. 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 before driving.
 3. The accelerator pedal shall be checked prior to driving for smooth and non-binding movement (in neutral position).
 4. Lights and other signaling devices shall be inspected prior to driving.
 5. Drivers must immediately report any maintenance concerns to their supervisor and the department responsible for the vehicle.
- g. Reporting Accidents
 1. Contact the University Police Department (209-667-3114) to report and investigate all accidents.
 2. Notify your supervisor about the accident and any injuries as soon as possible.
 3. The driver at the time of the accident must complete State of California "Vehicle Accident Report" STD. 270. Forms available at: <http://www.documents.dgs.ca.gov/osp/pdf/std270.pdf>.
 4. Turn this form into your supervisor.

5.0 TRAINING PROGRAM

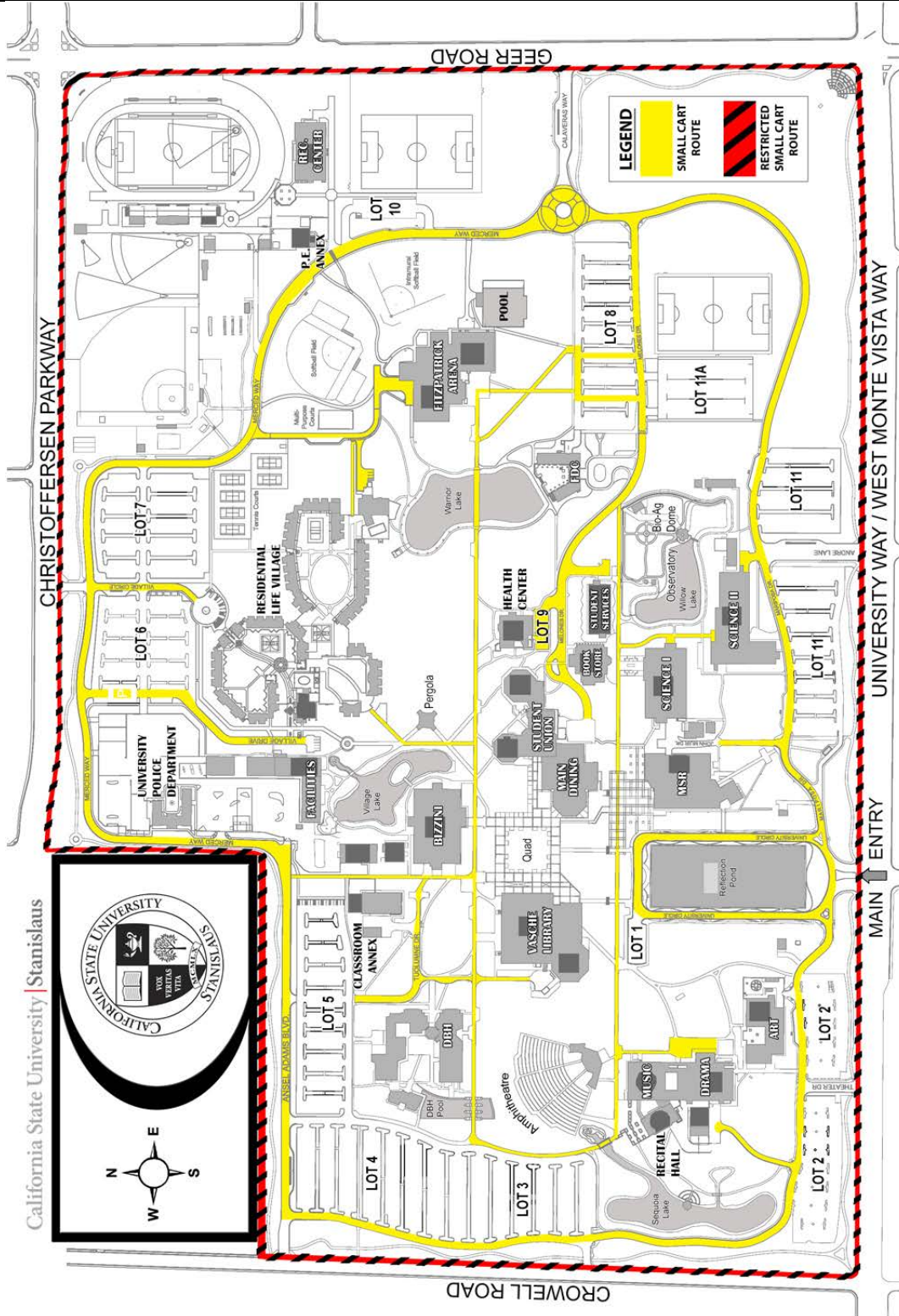
The following program is intended to assist trainers in training individuals on the safe operation of all small vehicles used on campus.

- a. Ensure that the online Defensive Driver's course and Small Vehicle Safety Training have been completed.
- b. Explain the purpose of the program as outlined in Section 2.0.
- c. Provide a copy of the Small Vehicle Safety Program Policy.
- d. Explain that if you have any problems with your vehicles do not attempt to do the work yourself. Call Facilities Services (209-667-3211) for assistance.
- e. Use the Vehicle Operator Training Record (Attachment D) to conduct a practical exercise with the new driver until they can satisfactorily operate the vehicle.
- f. The operator must sign the Rules for Safe Operation of Small Vehicles (Attachment C) and the Vehicle Operators Training Record (Attachment D) verifying they have been instructed on the above information.
- g. All signed copies of the Rules for Safe Operation of Small Vehicles (Attachment C) and the Vehicle Operators Training Record (Attachment D) should be sent to the University Defensive Driver and Small Vehicle Safety Coordinator.

CALIFORNIA STATE UNIVERSITY, STANISLAUS
SMALL VEHICLE SAFETY PROGRAM

Attachment A

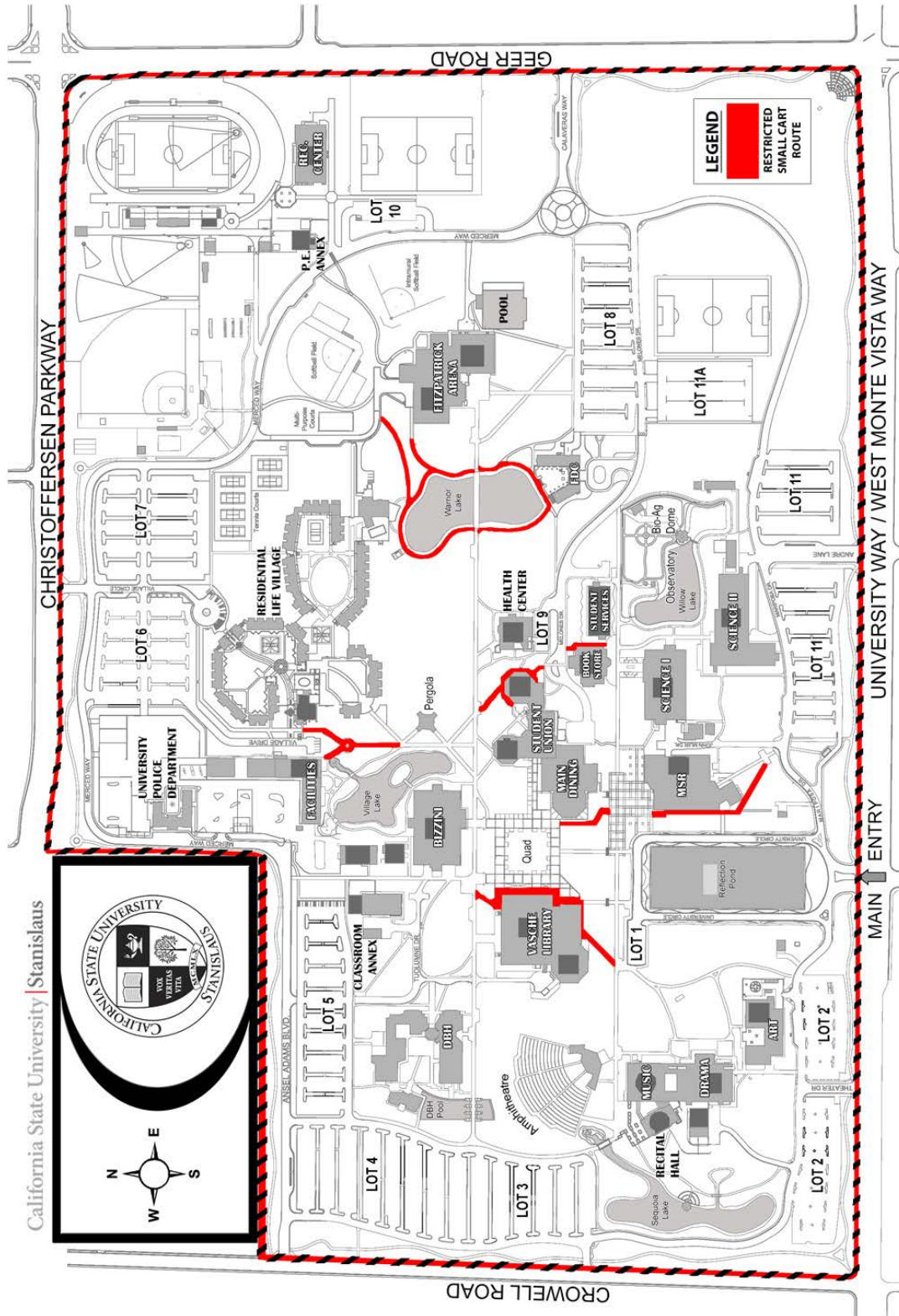
ON-CAMPUS SMALL VEHICLE ROUTES MAP



CALIFORNIA STATE UNIVERSITY, STANISLAUS
SMALL VEHICLE SAFETY PROGRAM

Attachment B

ON-CAMPUS SMALL VEHICLE RESTRICTED ROUTES MAP



CALIFORNIA STATE UNIVERSITY, STANISLAUS
SMALL VEHICLE SAFETY PROGRAM

Attachment C

RULES FOR SAFE OPERATION OF SMALL VEHICLES

Please submit a copy of this form to Safety & Risk Management to renew Small Vehicle Safety Training

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 Safety & Risk Management, 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 Safety & Risk Management.
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 approved Defensive Driving Course as of: _____
- Does not have current Defensive Driver Clearance.

Attachment D

*CALIFORNIA STATE UNIVERSITY, STANISLAUS
SMALL VEHICLE SAFETY PROGRAM*

VEHICLE OPERATOR TRAINING RECORD

Prior to allowing a new vehicle driver to operate the vehicle on their own, the driver must be instructed in the following (check all that were reviewed and indicate "N/A" if not applicable):

1. **Battery Charging**
 - A. Connection procedures demonstrated. ()
2. **Operation of Controls**
 - A. Lights, turn signals, and horn located and tested. ()
 - B. Emergency brake located and engaged. ()
 - C. Accelerator and brake pedal identified. ()
 - D. Forward-reverse switch located and its operation demonstrated. ()
3. **The following equipment and driving maneuvers should be demonstrated during the vehicle operation**
 - A. Turn Signals ()
(If not so equipped, hand signals must be used) ()
 - B. Brakes ()
 - C. Steering ()
 - D. Emergency Brake ()
 - E. Forward/Reverse Switching ()
 - F. Forward Turns ()
 - G. Reverse Turns ()
 - H. Backing ()
4. **Driving on Campus**
 - A. Drive all campus roads and/or approved routes (see attached map). ()
 - B. Locate all authorized parking areas and loading docks. ()
 - C. Speed limits observed. ()
5. **Driver received copies of**
 - A. Rules for Safe Operation of Small Vehicles form ()
 - B. Vehicle Operator Training Record (This form) ()
 - C. On Campus Small Vehicle Routes Map (Attachment A) ()

I, _____ (Print Name), have reviewed the Vehicle Operator Training Record and are proficient in all the areas listed above. I understand that it is my responsibility to drive safely and obey all traffic laws.

_____ Faculty

_____ Operator Signature Date

_____ Staff

_____ Student ID# _____

Department _____

Trainer of Record _____

*CALIFORNIA STATE UNIVERSITY, STANISLAUS
SMALL VEHICLE SAFETY PROGRAM*

ATTACHMENT F

**PREVENTATIVE MAINTENANCE SCHEDULE/
SAFETY INSPECTION WORK SHEET
OFA 35 (Revised 1/08)**

**Department of General Services
Office of Fleet and Asset Management
www.ofa.dgs.ca.gov**

The intent of this work sheet is to outline the standard preventative maintenance schedule recommended by the Office of Fleet and Asset Management (OFAM) and assist vendors and state garage staff when servicing state vehicles.

NOTE: Services due shall be confirmed by reviewing the Maintenance Booklet, STD 271, found in the glove compartment. Prior approval from an OFAM Inspector of Automotive Equipment is required for services/repairs exceeding \$350 (\$500 for OFAM approved vendors).

Service shall be performed as follows:

6,000 miles or 6 months normal use, or 4,000 miles severe use.*

- Change engine oil and filter
- Service battery
- Lube chassis
- Lube hinges and latches

- Check the following:
 - Lights & instrument panel
 - Heater & air conditioner
 - Seat belts
 - Windshield wipers & washers
 - Master cylinder
 - Differential
 - Steering components; check for excessive play with wheels on the floor.
 - Cooling system & antifreeze + ___-___
 - Belts & fan clutch
 - Fuel systems
 - Fluid leaks & levels
 - Transmission
 - Tires: PSI: Front ___ Rear ___**
 - Suspension
 - Frame members
 - U-joints & CV joints
 - Exhaust system
 - Brakes**
 - Emission system

- Perform the following at manufacturer's recommended intervals* (If needed):
 - Replace air & fuel filters
 - Replace spark plugs
 - Service transmission

- Road test vehicle for overall performance and handling after services and repairs have been completed.
- Update Maintenance Booklet.

ALTERNATIVE FUELED VEHICLES:

Contact an Inspector of Automotive Equipment.

INVOICES:

The following information shall be included on the invoice:

- Date
- License#, year, make, model, and mileage of vehicle
- Barcode equip. # from driver's doorjamb sticker
- Owning agency name and address
- Labor (hourly or flat rate time)
- Parts and prices
- Discounts
- Driver's signature and phone #

* Reference manufacturer's manual for definition of normal and severe use.

** Contact an Inspector of Automotive Equipment if not expected to last until next service.