

Arkansas State University - Jonesboro

Effective Date: 03/01/2005

Policy Number: 05-41

Section: Facilities and Services

Subject: Facilities - Slow Moving Vehicles

1.0 Purpose

This policy provides guidelines for the use of electric or gas-powered carts and/or similar slow moving vehicles (SMVs) or equipment on the campus of Arkansas State University. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty, staff and visitors. All members of the University community are governed by this policy (students, staff, faculty, visitors, contractors and vendors).

2.0 Definitions

- 2.1 Owning-Department – Refers to the university department who owns the SMV, or to which the SMV is assigned
- 2.2 Slow Moving Vehicle (SMV) – any motorized vehicle or equipment, including but not limited to golf carts, mowers, utility carts, skid steers, fork lifts, scissor lifts, boom lifts, tractors and mini trucks
- 2.3 Standard 500 – the standard put forth by the National Highway Safety and Traffic Administration (NHSTA) to ensure that low-speed vehicles possess the minimum safety features required to operate on public roads
- 2.4 Vehicle Safety Program (VSP) – process by which anyone operating a vehicle on official university business is approved to drive said vehicle

3.0 Authorization to Drive

- 3.1 Operators of any SMV must possess a valid driver's license and have successfully completed, and remain in compliance with all regulations of, the Vehicle Safety Program (VSP) administered by the Office of Risk Management prior to driving on official university business.
 - a. The VSP Operating Procedure is available online:
<http://www.astate.edu/a/finance/procedures/finance/fa-vehicle-safety.pdf>.
 - b. VSP forms are available online: <http://www.astate.edu/a/business-services/files/safety-forms.pdf>

- 3.2 Operators of any SMV must successfully complete the Safe Operation of Slow Moving Vehicles training provided by University Safety & Emergency Management. The training and test are available on Blackboard.
 - a. Substitutions for the Blackboard course must be approved by University Safety & Emergency Management.
- 3.3 SMV operators have the responsibility to understand and adhere to State of Arkansas motor vehicle laws.
- 3.4 Only A-State employees are authorized to drive university-owned SMVs.
- 3.5 Supervisors must ensure that all persons operating SMVs have been instructed in the safe operation of SMVs, have completed the Safe Operation of Slow Moving Vehicles training and are in compliance with the Vehicle Safety Program.
- 3.6 Failure to follow this procedure, render common practices or courtesies, or follow rules of the road for the State of Arkansas could result in citation, disciplinary action, and/or suspension of operator's SMV driving privileges.

4.0 Operation

- 4.1 University-owned SMVs are to be used for university business only
- 4.2 Personally owned SMVs are prohibited from operating on university property. Special consideration will be given to ADA accommodations only.
- 4.3 The speed limit for SMVs off standard roadways is 10 mph (5 mph when pedestrians are present). SMVs may operate on university roadways, but must adhere to posted speed limits.
- 4.4 SMVs must operate on university property only. All SMVs should travel in the right hand lane, unless turning left.
- 4.5 The attached Service Route Map will designate the interior sidewalks where SMV operation is allowed.
- 4.6 The attached SMV Service Routes for Pre- & Post-Game Activities Map specifies routes for ADA shuttles, courtesy parking shuttles and service vehicles. These routes are strictly reserved for the specified purpose for ½ hours prior to and ½ hours after the game.
- 4.7 All SMVs on the A-State Farm must operate on farm property and roadways only.
- 4.8 SMVs must be operated with headlights on at all times.

- 4.9 The operator must report any accidents to the University Police Department and to the operator's supervisor. Supervisors are responsible for reporting such accidents to the Office of Risk Management.
- 4.10 SMV operators are to use extreme caution at all times.
- 4.11 The use of cell phones is strictly prohibited while operating SMVs.
- 4.12 Wearing headsets that impair hearing or masks that obstruct vision is strictly prohibited while operating SMVs.
- 4.13 Pedestrians have the right-of-way on campus. SMVs must yield to pedestrians on sidewalks and in crosswalks.
- 4.14 Operators must not travel on sidewalks where there is insufficient space for pedestrians to pass the SMV without stepping off of the sidewalk.
- 4.15 Operators must be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see or hear SMVs.
- 4.16 SMVs are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the vehicle's recommended carrying or load capacity.
- 4.17 Operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys should not be left in SMVs unattended.
- 4.18 When parking, use designated service parking areas indicated by yellow striping.
- 4.19 If service parking is not available, the following guidance applies:
 - a. Keep emergency access sidewalks clear. Routes marked with larger dots indicate emergency access sidewalks on the attached map.
 - b. Do not block building entrances
 - c. Do not impede pedestrian access on walkways.
- 4.20 Bollards located in the middle of sidewalks indicate that driving is prohibited beyond the bollard. This includes the multi-use trail or any bollard with a yellow "No Motorized Vehicles" decal.

5.0 Standard Safety Features

- 5.1 As of the effective date of this policy all new SMV acquisitions must meet the minimum safety features found in National Highway Safety and Traffic Administration (NHSTA), Standard 500 (49CFR Part 571.500), hereafter "Standard 500".
 - a. SMVs operated by contractors and other non-affiliated departments, companies, corporations, etc. must meet Standard 500.
 - b. Personal SMVs allowed as ADA accommodation must meet Standard 500.

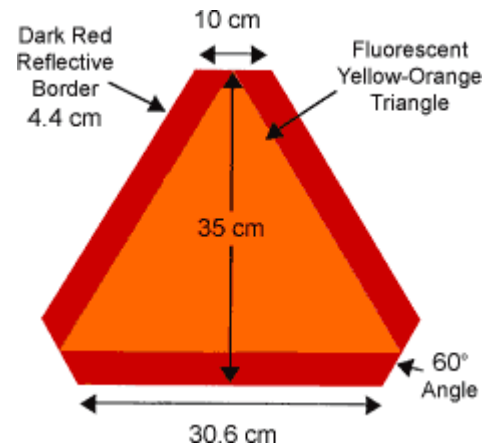
- 5.2 From Standard 500:
 - a. The maximum speed attainable within one mile for SMV will not exceed 25 miles per hour.
 - b. All SMVs will be equipped with:
 - i. Headlamps,
 - ii. Front and rear turn signal lamps,
 - iii. Tail lamps,
 - iv. Stop lamps,
 - v. Reflex reflectors: one red on each side as far to the rear as practicable, and one red on the rear,
 - vi. An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror,
 - vii. A parking brake,
 - viii. A windshield of AS-1 or AS-5 composition, that conforms to the American National Standard Institute's "Safety Code for Safety Glazing Materials for Glazing Motor Vehicles Operating on Land Highways," Z-26.1-1977, January 28, 1977, as supplemented by Z26.1a, July 3, 1980
 - ix. A Slow Moving Vehicle Reflective Triangle
 - x. An alert sound as required by §571.141 [This refers to horns and reverse alarms]

- 5.3 For SMVs acquired prior to the effective date of this policy, the following guidelines apply:
 - a. SMVs must be four-wheeled vehicles - No three-wheeled vehicles.
 - b. All SMVs and trailers pulled by SMVs must have clearly displayed on the exterior of the SMV and trailer the slow moving vehicle reflective triangle.

- 5.4 When SMVs that do not meet Standard 500 are rented for special events, such as parking shuttle service, the rented vehicles must include the standard safety features listed below. SMVs permitted as ADA accommodation must also meet the standards below at a minimum. University Safety & Emergency Management must approve of any substitutes for the following:
 - a. Headlamps,
 - b. Tail lamps,

- c. Reflex reflectors: one red on each side as far to the rear as practicable, and one red on the rear,
- d. A parking brake,
- e. A Slow Moving Vehicle Reflective Triangle

5.5 Required Slow Moving Vehicle Reflective Triangle:



5.6 A university identification number (provided by the Facilities Management at the owning-department's expense) must be displayed prominently on university-owned SMVs. Contractors and non-affiliated departments, companies, corporations, etc. must display company name on their SMV at the owner's expense.

6.0 Maintenance

- 6.1 SMVs must be maintained so that all original equipment safety features are kept in good working order.
- 6.2 Modification or tampering with the governor of an SMV is prohibited and constitutes a violation of Federal Law.
- 6.3 University-owned SMVs must be maintained in accordance with manufacturer and Facilities Management recommended service schedule.
- 6.4 Owning-departments are financially responsible for all repair and maintenance costs (labor, parts, and supplies).
- 6.5 Facilities Management must perform all repairs and maintenance on university-owned SMVs.
- 6.6 Facilities Management will be responsible for record-keeping regarding all repairs and maintenance.
- 6.7 Owning-departments are responsible for keeping all original equipment and safety features in good working order.