

## Texas Christian University Policy

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**Policy Number:** 6.060

**Subject:** Off Road Vehicle Policy

**Effective Date:** January 16, 2009

**Approved:** By Chancellor's Cabinet, January 15, 2009

### I. Purpose

This policy provides guidelines for the purchase, maintenance and use of Off-Road Vehicles (ORV) on the campus of Texas Christian University. For the purpose of this policy, ORV's covered under this policy include:

- Conventional golf carts, as defined by the Texas Transportation Code
- Small utility trucks, such as Microtruck and Daihatsu's
- Low-speed vehicles (<25 mph), as defined by 29 CFR 571.500
- All-terrain style or utility vehicles designed for off-road use.

Vehicles *not* covered in this policy are:

- T-3 Motion scooters
- Powered wheelchairs, scooters, etc., used for medical or disability reasons
- Segway scooters
- Garden equipment, such as tractors and riding mowers.

### II. Procedures

The intent is to establish proper safety procedures and practices, and to promote and provide for a pedestrian friendly environment for students, faculty, and staff. All members of the University community are governed by this policy (students, staff, faculty and outside contractors).

**A. LICENSING** - All operators of ORV's must meet the following criteria before operating any ORV on the Texas Christian University campus:

- Possess a valid Texas driver's license

Operators will successfully complete an ORV Safety Training Program (operator's training will include signing a statement of understanding of the ORV program) through TCU Risk Management.

#### **B. Approval to Purchase**

- Departments must receive written approval to purchase an Off-road vehicle – including golf carts – through their associated Vice-Chancellor, or designee.
- This approval must accompany the owner at the time of purchase, registration, and request for insurance coverage of the Off-Road vehicle.

#### Purchasing

- Upon publication of this policy, all purchases of Off-Road Vehicles – including golf carts – will be made through the TCU Fleet Manager in Facility Services.

**C. REGISTRATION OF VEHICLES** – All TCU-owned ORV's will be registered through the TCU Police who will maintain a centralized database for enforcement and insurance needs.

- TCU Police will develop procedures for registration and the collection of registration data.
- Registration labels will be placed on the front, driver's side of the vehicle, under the windshield.
- Registration will be required only once during the life of the ORV.
  - Once the vehicle is removed from service, the owner or department will notify TCU Police for removal from the database.
- Contractors that will have vehicles operating on campus property outside of a designated construction site will register with the TCU Police.
- Rental ORV's that will be operating on campus property will be registered with the TCU Police.

**D. DISCIPLINARY ACTIONS** -The safe operation of ORV's is paramount. Failure to follow this policy, render common practices or courtesies, or follow the rules of the road for the State of Texas could result in counseling including appropriate disciplinary action, suspension of operator's driving privileges and/or possible termination.

**E. MARKING OF VEHICLES** – All TCU-owned or rented ORV's will be identified and marked with the following:

- The name of the University department operating the vehicle to be located on the front of the vehicle, when possible, with the option of placement on the sides and back.
- A unique identification number for the vehicle with numbering of at least 2 <sup>3</sup>/<sub>4</sub>" height.
  - The identification number will be located on both sides of the ORV.
- A TCU logo which meets the current TCU graphic standard as listed by the Division of Marketing and Communication.
  - The logo graphic will be located on the front of the ORV, when possible, with the option of the placement of graphics on the sides and back.
- All lettering will be of contrasting color to the background color of the label or the color of the ORV.
- TCU-rented ORV's may use a laminated 8"x12" sheet of paper as a substitute for permanent markings.

Contractors and other non-TCU companies, corporations, etc., must display their company name on their carts at the owner's expense.

**F. SAFETY FEATURES** - Minimum safety features for ORV's include:

- Three-wheeled ORV's are prohibited.
- All original equipment and safety features must be kept in good working order and cannot be modified or repaired except by the manufacturer or their representative.
- A slow-moving reflective triangle should be displayed on all TCU owned utility trucks whose speed is no greater than 25 mph.
  - A permanent yellow strobe light, viewable from 360°, may be substituted on golf carts or ATV style vehicles.
  - The owner (department) is responsible for costs associated with this installation.

- ORV's operating at night must be equipped with headlights and a light visible from the rear.
- ORV's operating at night must not operate on any street, other than to cross over.
- ORV's will have small fire extinguisher mounted on the vehicle.

**G. OPERATING PROCEDURES** - The following rules outlines procedures for the safe operation of carts:

- Supervisors will monitor and ensure that all persons operating ORV's have been instructed in the safe operation of their equipment and have had the required training in Risk Management prior to operating the ORV.
- Golf carts and ATV's are prohibited from operating on the public roadways in and around the campus **except** when crossing from one side of the street to another *or* utilizing a roadway where no accessible sidewalk exists for the safe operation of an ORV. Golf carts and ATVs must utilize only legal crosswalks as noted on the attached campus map.
- ORV's will park and not operate during scheduled class changes.
- All loads carried by ORV's will be secured (bungee cords, etc.) to prevent them from falling out of the vehicle.
- The maximum speed limit off of public roadways (sidewalks, parking lots, etc.) is 8 mph. All vehicles not registered as street legal will be governed down to 8 mph.
- Operators may not wear headsets, earphones, etc., while operating ORV's.
- Pedestrians have the right-of-way on campus. Carts must yield to pedestrians on sidewalks. Speed is to be reduced when approaching, passing pedestrians and other OVRs.
- Operators are to 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, hear, or move out of the way of ORV's.
- ORV's are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the ORV's recommended carrying or load capacity.
  - Employees and students are prohibited from riding in the utility bed of golf carts and ATV's.
- Operators are responsible for ignition keys for the period of time in which they are using the ORV. **Do not** leave keys in the carts.
- Where available, operators must park in designated cart parking areas.
- Operators are not to block the path or limit pedestrian access to walkways.
- Do not block handicap access points.
- University-owned carts are to be used for University business only and are not allowed off-campus.
- Operators are not allowed to drive ORV's under the influence of drugs or alcohol.
- Operators of ORV's will present TCU identification cards, upon request, to TCU Police or Risk Management.

**H. MAINTENANCE PROCEDURES** - University-owned ORV's are to be maintained in accordance with the manufacturer recommended service schedule.

- Repairs and regular maintenance are the responsibility of the Department owning the cart. The Departments are financially responsible for all repair and mainten-

ance costs (labor, parts, and supplies). The Department is required to keep all preventative maintenance and repair records related to the ORV.

- Departments are responsible for keeping all original equipment and safety features in good working order.
- Repairs or modifications that do not meet or exceed the original manufacturer's specification are prohibited. Readjustment or the removal of speed-control devices (governors) is strictly prohibited and will result in the vehicle being red-tagged and taken out of service until the problem is corrected.
- Failure of brakes requires that the vehicle be taken out of service immediately and returned to service upon repairs.
- The Risk Management department will investigate any reports of unsafe vehicle conditions.

**G. THIRD PARTY ORV'S** - Except under certain conditions, contractor or third-party operated ORV's are prohibited from operating on University property. Exceptions include:

- Contractor ORV's associated with any current construction or landscaping projects as approved through the Physical Plant.
- Contractor ORV's associated with the Office of Telecommunications.
- Students with disabilities with approval by the Vice-Chancellor of Student Affairs or a Student Affairs designee.

Departments will provide the Risk Management department with the needed information concerning contractor or third-party ORV's to be maintained in a database.

#### **H. PROHIBITED LOCATIONS –**

No Driving Zones include the following locations:

- Any grassy or flowerbed areas.
- Any public roadway with more than two lanes.
- Inside, under, or through the confines of any University building.
- The Campus Commons between the Student Union and Scharbauer Hall.

(The exception is Physical Plant maintenance vehicles, if they are required to perform maintenance activities within the confines of the Campus Commons.)

No Parking Zones include the following locations:

- Any grassy or flowerbed areas
- Inside the Campus Commons between the BLUU and Scharbauer Hall
- In front of the BLUU facing Stadium Drive
- In front of any building facing University Drive that is located on either the east or west side.

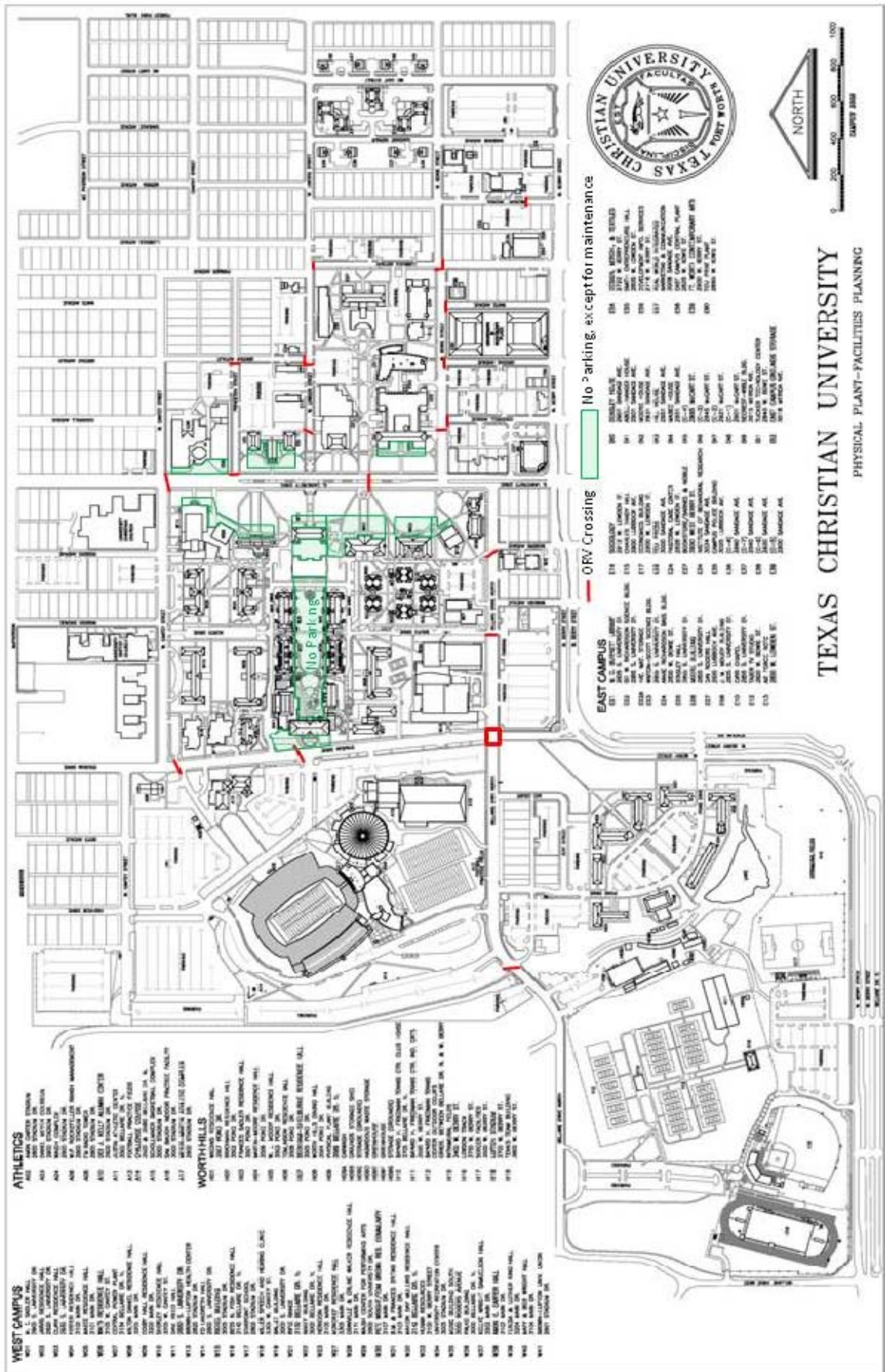
#### **I. ACCIDENTS AND ASSESSMENT FOR DAMAGES**

- The operator must report any accidents immediately to his supervisor, to TCU Police department, and to Risk Management for processing.
- TCU Police and the Risk Management departments will investigate all accidents resulting in property damage or personal injury involving ORV's to determine negligence.

- Each department will be held liable for the first \$500.00 of any property damage resulting from negligent operation of its vehicle.

### **III. Administrative Responsibility**

TCU Fleet Manager, Safety Director and Campus Police Chief and staff are responsible for administering and interpreting this policy.



No parking locations/Street Cross-overs

Reviewed as of 1/15/2009