

SAP 34.99.99.T0.01 Bollard Removal



Approved: February 4, 2013
NEW
Next Scheduled Review: February 4, 2018

Procedure Statement

This Standard Administrative Procedure (SAP) establishes appropriate protocol for the temporary removal of traffic bollards on the campus of Tarleton State University.

Reason for Procedure

While vehicular access to the interior of campus has been diverted with the installation of traffic control devices (bollards), at times, it is necessary for personnel to operate a motor vehicle within the controlled access locations. Therefore, this SAP is created to detail the appropriate process for which access can be granted and obtained.

This SAP applies to any request to circumvent the established bollards which have been installed for pedestrian safety. All motorized vehicle requests (not inclusive of carts, Physical Facilities vehicles, or emergency vehicles) to enter within this blocked area will be subjected to the approval process as detailed within this SAP.

Procedures and Responsibilities

1. APPROVAL

- 1.1 The chief of police is tasked with the authority to approve/deny all requests for bollard removal. In the event that the chief of police is unavailable to review an immediate request, the authority falls to the lieutenant of the University Police Department.
- 1.2 All requests for bollard removal will be submitted in writing to the chief of police no less than three (3) days prior to the requested date of removal. Each request should contain the following information:
 - 1.2.1 time and date for which the bollards should be removed
 - 1.2.2 reason for the need to remove the bollards
 - 1.2.3 a short description of how the removal of the bollards will benefit the overall operation/mission of the university

- 1.3 The criteria to be utilized for approval/denial of the request includes, but is not limited to, the following:
 - 1.3.1 time and day of the event
 - 1.3.2 necessity for removal
 - 1.3.3 available alternatives
 - 1.3.4 points to be accessed
 - 1.3.5 pedestrian safety concerns
 - 1.3.6 overall benefit, not just to the department, but to the university as a whole
- 1.4 A decision of approval/denial will be made within 24 hours of receipt of the request.
 - 1.4.1 Denials will be returned to the requesting party with an explanation.
 - 1.4.2 Approvals will be copied to both the requestor and to the Physical Facilities Department.
 - 1.4.2.1 The requestor will complete and forward a work order request form to the Physical Facilities Department to schedule the removal of the bollards. As this request benefits the overall mission of the university, no fees will be levied for the removal of the bollards.

2. TRAFFIC CONTROL RESPONSIBILITY

- 2.1. If the access needed is for less than one hour, it is the responsibility of the department requesting the removal of the bollard to station someone at the location to ensure unauthorized vehicles do not enter the restricted access area while the bollard is removed.
- 2.2. If the entering vehicle will be within the protected area for an extended time frame, the bollard will be replaced by Physical Facilities. The requestor will then notify Physical Facilities when removal is needed for the purpose of exiting the restricted access area.

3. EXIGENT REQUESTS

- 3.1. Requests for immediate removal of the bollards will be forwarded to the chief of police for review. In the event that the chief of police is unavailable to review an immediate request, the authority falls to the lieutenant of the University Police Department.
- 3.2. Verbal requests and approval/denial are sufficient for exigent requests.
- 3.3. Criteria considerations for exigent removal are the same as normal requests.

Definitions

Bollard - a short vertical post used to control or direct road traffic, such as posts arranged in a line to obstruct the passage of motor vehicles.

Exigent - requiring immediate action.

Contact Office

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