

TARLETON STATE UNIVERSITY  
**SCOOTER SAFETY PROGRAM**

Office of Risk Management and Safety

May 2011

1. PURPOSE

The use of three and four wheeled scooters, golf carts, LSVs (Low Speed Vehicles), and other wheeled vehicles or devices operated by University personnel presents unique hazards to individuals riding in the vehicles and to pedestrians utilizing campus sidewalks. The purpose of this policy is to establish operations procedures, driver responsibilities so that accidents and injuries may be prevented.

2. SCOPE

This policy is applicable to all drivers of University scooters, golf carts and LSVs. Golf cart and scooter type motor vehicles are regulated by Federal and State Motor Vehicle Laws and the NHTSA 500 guidelines.

3. DEFINITIONS

- a. **Low Speed Vehicle (LSV)** - a motor vehicle that is 4-wheeled and whose speed attainable in 1 mile is more than 20 miles per hour and not more than 25 miles per hour on a paved level surface, and the GVWR is less than 3,000 pounds.
- b. **Gross Vehicle Weight Rating (GVWR)** – is the value specified by the manufacturer as the loaded weight of a single vehicle.
- c. **University property** - campus and any other property owned or controlled by Tarleton State University

4. SCOOTER OPERATIONS

- a. All operation devices should be checked prior to operation of the golf cart or LSV. Failure of these devices or other mechanical problems must be immediately reported to the supervisor and the vehicle must not be used. A work order must be submitted to TSU Maintenance. Call ext. 9963 for more information.

- b. All golf carts and LSVs must be maintained to all OEM safety equipment standards and in good working order.
- c. The maximum operating speed for all university vehicles is five (5) miles per hour on the sidewalks and fifteen (15) miles per hour on campus streets.
- d. The vehicle governor is set at the factory within the safety limitations of the vehicle. Federal law prohibits any tampering with the governor or speed control on an LSV or golf cart.
- e. These vehicles should not be parked in fire zones, handicapped zones or in any place that may obstruct building egress. Whenever possible park in loading zones.
- f. These vehicles should not be driven through breezeways connecting buildings, or on elevated sidewalks, ramps or porches that are attached to buildings.
- g. These vehicles shall not be driven off university property unless public streets are the only means to reach a valid job-related destination.
- h. These vehicles are not to be driven over grass areas. When turning the vehicle in a small area, particular care must be exercised to avoid damaging sodded areas.
- i. All golf carts and LSVs should display a “slow moving” vehicle reflective triangle on public roadways.

## 5. SCOOTER DRIVER RESPONSIBILITIES

- a. All employees who will operate scooters, golf carts or LSVs must be trained in proper operation and safety rules. Training will be provided annually by the department supervisor who will follow the operating/safety instructions presented in the vehicle’s Operating Manual. Contact the Office of Risk Management and Safety if assistance in training is required. The supervisor will accompany the new driver on a test drive to ensure that he/she is a competent vehicle

operator. The Scooter Operator Training Acknowledgement stating that the employee has received vehicle operations training must be signed by the employee, refer to Appendix A. This original document will be filed in the employee's record within the department.

- b. Each driver must possess a current and valid driver's license.
- c. All drivers must know and adhere to State of Texas motor vehicle laws.
- d. All occupants must use all safety equipment available when operating a scooter, golf cart or LSV (i.e. if seatbelts are available in the vehicle, then they must be used).
- e. Operators should not wear headsets while operating these vehicles.
- f. Operators should use extreme caution when operating these vehicles. Accelerate with a smooth action.
- g. Pedestrians, bicycles and automobiles have the right of way. Extreme caution and slow speed should be adhered to when operating on sidewalks or in pedestrian walkways.
- h. Operators should be diligent and pay particular attention to the needs of disabled persons, limitations in vision, hearing and/or mobility can impair the ability of a disabled person to move quickly away from a golf cart or LSV.
- i. Do not leave ignition keys in an unattended vehicle.
- j. At no time should more than the recommended capacity be exceeded, either by number of passengers or load limit. All passengers must ride in the cab of the vehicle.
- k. These vehicles should not be operated under the influence of drugs or alcohol. Also, the use of any tobacco product while operating these vehicles is prohibited, as per Rule No. 34.05.99.T1, "Smoking and Tobacco Use" Policy.

- l. No golf cart or LSV should be operated inside a building without prior inspection and approval by the Office of Risk Management and Safety.
- m. Keep all extremities within confines of the vehicle when operating.
- n. Any accident should be reported to the supervisor, university police and/or to the Office of Risk Management and Safety.

## SCOOTER OPERATION TRAINING ACKNOWLEDGEMENT

I have been given training in the operation of the scooter and have a valid Driver's License. I have read the Scooter Policy and agree to follow all instructions as outlined in this policy.

Department \_\_\_\_\_

Supervisor/Trainer \_\_\_\_\_ Date \_\_\_\_\_

Operator Name (print) \_\_\_\_\_ Date \_\_\_\_\_

ST/Drivers License # \_\_\_\_\_ Exp. Date \_\_\_\_\_