

# SCOOTER TRAINING PROGRAM

## PURPOSE

The use of three and four wheeled scooters 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 driver responsibilities and scooter operation procedures so that accidents and injuries may be prevented.

## SCOPE

The policies and procedures presented herein are applicable to all drivers of University scooters.

## POLICY/PROCEDURE

### A. Driver Responsibilities

1. All employees who will operate scooters must be trained in scooter operation and safety rules. Training shall be provided annually by the department supervisor who will follow the operating/safety instructions presented in the Vehicle Operating Manual. Contact the Safety and Health Department 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.

2. All occupants must use all safety equipment available when operating a scooter.
3. Each driver must possess a valid Texas Drivers License.
4. The attached form stating that the employee has received vehicle operations training must be signed by the employee.

The document will then be filed permanently in the department which provides the training.

### B. Scooter Operation Procedures

1. All operation devices should be checked prior to operation of the scooter. Failure of these devices or other mechanical problems must be immediately reported to the supervisor and the scooter must not be used. If the problem cannot be resolved assistance may be obtained from TSU Maintenance (Ext. 9267).

2. 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.

3. Design limitations of the scooters, including load and passenger limits shall not be exceeded. All passengers must ride in the cab of the vehicle.

4. Every effort shall be made to limit travel during peak pedestrian periods. **Pedestrians always have the right of way.**

5. Scooters shall not be parked in fire zones, handicapped zones or in any place that may obstruct building egress. Whenever possible, scooters shall be parked in loading zones.

6. Scooters shall not be driven through breezeways connecting buildings, or on elevated sidewalks, ramps, or porches attached to buildings.

7. Scooters shall not be driven off University property unless public streets are the only means to reach a valid job-related destination.

8. Scooters are not to be driven over grass areas. When turning the vehicle, particular care must be exercised to avoid damaging sodded areas.

9. Per policy and procedure 1-21 "Tobacco Use Policy", the use of any type of tobacco product while operating the scooter is prohibited.

SCOOTER OPERATION  
TRAINING ACKNOWLEDGEMENT

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

Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Operator \_\_\_\_\_ Date \_\_\_\_\_

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