TARLETON STATE UNIVERSITY
SCOOTER SAFETY PROGRAM

Office of Risk Management and Safety
August 2009 – Reviewed December 2012
1. PURPOSE

The use of three and four wheeled scooters, golf carts, LSVs (Low Speed Vehicles), skateboards, bicycles, rollerblades 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 and penalties 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. This policy also covers all wheeled vehicles or devices operated as a legitimate means of both exercise and transportation on campus, i.e. skateboards, bicycles, rollerblades, etc. However, some people choose to utilize these items in other than a conventional manner, thereby creating a physical danger to themselves and others as well as hazard to property. Refer to the Tarleton Student Handbook, Code of Student Conduct for more information.

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. **Skateboard** - non-motorized device where two or more wheels are attached to a platform upon which a rider stands.

    d. **Bicycle** - self-propelled device having one or more wheels.

    e. **Rollerblades** - shoe or device attaching to a shoe, having a set of wheels (includes roller skates)

    f. **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.

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 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. Do not operate the vehicle with any limbs outside of the vehicle.

n. Any accident should be reported to the supervisor, university police and/or to the Office of Risk Management and Safety.

6. WHEELED VEHICLES AND DEVICES POLICY

a. Persons riding any of the devices listed above will always exercise reasonable care and caution and always yield right of way to pedestrians. It is strongly suggested that all riders of the above devices wear protective headgear, such as approved helmets.
b. It is prohibited to operate any of the devices listed in a manner that damages or defaces any University property. This includes, but is not limited to any use of such equipment on benches, banisters, railings, stairways, planters, fountains, retaining walls, steps of buildings, loading dock areas, curbs, and walls.

c. None of the above listed devices (excluding LSVs and Golf Carts) will be ridden in crowds of pedestrians or any large gathering place, on stairways, in the Intramural Complex, inside Memorial Stadium, on the bandstand or within any structure or facility. Other prohibited areas include grass, shrubbery, gardens, flower beds, and other areas where pecuniary loss may occur.

d. When using campus roadways, always travel in the right lane of traffic only, as close to the right hand curb as is feasible and safe.

e. None of the above vehicles will be left unattended in or on:
   i. handicapped ramps
   ii. buildings
   iii. hallways
   iv. stairwells
   v. classrooms
   vi. entrances exits
   vii. any place that will impede free and clear use of such area

f. The University or its designate(s) may adopt additional policies concerning the riding of any of the above devices as deemed necessary. General conduct is covered in the Student Handbook, Code of Student Conduct, under Categories of Misconduct.

g. All state laws concerning the operation of the above devices are in full force and effect on University property.

7. WHEELED VEHICLE PENALTIES

a. Compliance with these regulations is expected from all students, faculty, staff, and visitors. Behavior that damages or destroys any University property may be cause for disciplinary and/or criminal action.

b. Offenders will be issued University Citations and/or referred for disciplinary action.

c. Repeat offenders may receive notice of Trespass on University property and/or prohibition of riding on campus grounds.
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 __________