

## SAP 24.99.99.T0.02 Utility Vehicle Safety

New: June 22, 2017  
Next Scheduled Review: June 22, 2022



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### Procedure Statement

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This Standard Administrative Procedure (SAP) establishes guidelines and standards for the safe use of Low Speed Vehicles (LSVs) operated on Tarleton State University (Tarleton or university) property. These vehicles will include, but are not limited to, the following: golf carts; utility vehicles; powered mower and lawn care equipment; small tractors; and forklifts.

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### Reason for Procedure

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The purpose of this SAP is to establish operating procedures, driver responsibilities and penalties so that accidents and injuries may be prevented.

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### Procedures, Responsibilities and Penalties

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#### 1. SCOPE

This procedure is applicable to all drivers of university LSVs. Golf cart and scooter type motor vehicles are regulated by Federal and State Motor Vehicle Laws and National Highway Traffic Safety Administration guidelines. Utilization of any of these items in an unconventional or reckless/careless manner can create a physical danger to the operator as well as other individuals and property.

#### 2. UTILITY VEHICLE OPERATIONS

2.1 All controls and safety devices should be checked prior to operation of an 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 Tarleton Facilities Maintenance.

2.2 LSVs purchased after January 1, 2017 must have the following standard features:

- a. Front and rear turn signals;
- b. Headlights;

- c. Mirrors;
  - d. Rear stoplights/tail lamps;
  - e. Slow moving triangle;
  - f. Ignition on/off key; and
  - g. Parking brake (some newer units have an engine brake in lieu of a parking brake).
- 2.3 A flashing strobe/beacon safety light is recommended for vehicles used in maintenance and agricultural related programs.
  - 2.4 All LSVs must be maintained to all the original equipment manufacturer safety equipment standards and in good working order.
  - 2.5 The maximum operating speed for all university vehicles is five (5) miles per hour on the permissible sidewalks and ten (10) miles per hour on campus streets and pedestrian mall walkways.
  - 2.6 The vehicle governor is set at the factory within the safety limitations of the vehicle. Tampering with the governor or speed control on an LSV is prohibited by the user.
  - 2.7 LSVs should not be parked in fire zones, handicapped zones or in any place that may obstruct building egress. Whenever possible, park in loading zones.
  - 2.8 LSVs should not be driven through breezeways connecting buildings, or on elevated sidewalks, ramps or porches that are attached to buildings.
  - 2.9 University Police Department (UPD) response vehicles may operate on a public street in order to provide appropriate response to an incident on university property.
  - 2.10 LSVs 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.
  - 2.11 All LSVs should display a “slow moving” vehicle reflective triangle.

### 3. UTILITY VEHICLE DRIVER RESPONSIBILITIES

- 3.1 All employees who will operate LSVs must complete the Low Speed Vehicle Training (Course Number: 2112912) every two years through TrainTraq. Each supervisor within a department controlling an LSV must ensure training is assigned to new employees prior to the individual operating the unit. Risk Management and Compliance can be contacted if assistance with training is needed.
- 3.2 Each driver must possess a valid driver’s license.
- 3.3 All drivers must know and adhere to State of Texas motor vehicle laws.

- 3.4 All occupants must use all safety equipment available when operating an LSV (i.e. if seatbelts are available in the vehicle, then they must be used).
- 3.5 Operators should not wear any device that impedes their hearing, e.g., headsets, earplugs, etc.
- 3.6 Operators should use extreme caution when operating these vehicles. Accelerate with a smooth action.
- 3.7 Pedestrians, bicycles and automobiles have the right of way. Extreme caution and slow speed should be adhered to when operating on permissible sidewalks or in pedestrian walkways.
- 3.8 Operators should be diligent and pay particular attention to individuals with disabilities. Limitations in vision, hearing and/or mobility can impair the ability of a disabled person to move quickly away from an LSV.
- 3.9 Do not leave ignition keys in an unattended vehicle.
- 3.10 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 in seats designed for such use. No passengers are allowed to be transported in the bed or on the sides of an LSV unless it is designed for that purpose.
- 3.11 These vehicles should not be operated under the influence of drugs or alcohol. The use of any tobacco product while operating these vehicles is prohibited, as per Tarleton Rule No. 34.05.99.T1, *Smoking and Tobacco Use*.
- 3.12 No LSV should be operated inside a building without prior inspection and approval by the Office of Risk Management and Compliance.
- 3.13 Do not operate an LSV with any limbs outside of the vehicle.
- 3.14 Any accident should be promptly reported to the supervisor, the University Police Department and/or Risk Management and Compliance.
- 3.15 The university has created “Cart Free” Zones on campus to prohibit LSV travel in an effort to improve safety and maintain the appearance of the campus. LSV operators, other than those providing campus and VIP tours, are prohibited from driving in “Cart Free” Zones and should use alternate routes. “Cart Free” Zones may change depending on construction, increased pedestrian and vehicular traffic and other factors. A campus map depicting “Cart Free” Zones can be viewed on the Risk Management and Compliance webpage at [www.tarleton.edu/cartfreezone](http://www.tarleton.edu/cartfreezone). Exceptions: The UPD Student Escort Program may pick up students in front of the Library (East Entrance) when requesting transportation to their destination after

hours. LSV operators providing campus and VIP tours are exempted from “Cart Free” Zones.

- 3.16 No motorized vehicles are allowed within the closed areas of university-owned streets unless the vehicle is owned, operated, or otherwise controlled by the university.
- 3.17 LSVs operated on university property and university/public roadways must have the applicable markings obtained from Tarleton’s Transportation Services (TS), such as department name and unit number.

#### 4. PENALTIES

- 4.1 Compliance with this procedure is expected of all Tarleton students, faculty, staff, and visitors.
- 4.2 Violation of this procedure may result in disciplinary action, criminal action and/or civil action against the offender.

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#### **Related Statutes, Policies, or Requirements**

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[49 CFR Sec. 571.500 – Standard No. 500; Low-Speed Vehicles](#)

[Texas Transportation Code § 547.703](#)

[“Low Speed Vehicles, Final ruling.” U.S. National Highway Traffic Safety Administration. 1988-06-17](#)

[Tarleton Rule No. 34.05.99.T1 \*Smoking and Tobacco Use\*](#)

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#### **Definitions**

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**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.

**Gross Vehicle Weight Rating (GVWR)** – is the value specified by the manufacturer as the loaded weight of a single vehicle.

**University property** - campus and any other property owned or controlled by Tarleton State University

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**Contact Office**

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Risk Management and Compliance  
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