


TARLETON STATE UNIVERSITY
SLOW MOVING VEHICLE SAFETY
PROGRAM

Program Name: Scooter Safety
Department Name: TSU Risk Management & Compliance
Doc. No.: GENS-04-L2-S0-CH0-001
Rev. No.: 3


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Concurrence and Approval


This document was developed for use by all Tarleton State University Employees and has been reviewed and approved by the following approvers.

Document Custodian:

Hector C. Davis, Environmental Health and Safety Coordinator

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Revision Number	Interim Change No.	Effective Date	Description of Change
001	0	10-March-2014	Initial document release under new document and record control guidance
002	0	30-September-2016	Biannual review
003	0	31-August-2018	Biannual review

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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 procedure 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 operators of all wheeled vehicles or devices operated as a legitimate means of recreation, exercise and transportation on campus, i.e. skateboards, bicycles, unicycles, rollerblades, hoverboards, Segways, etc. Utilization of any of these items in an unconventional or reckless/careless manner can create a physical danger to the operator of the device as well as other individuals and property. Refer to the Tarleton Student Handbook and Student Code of 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. **Hoverboard/Segway** – a motorized, self-balancing, single person recreational mobility device


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- g. **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

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- 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 Department of Risk Management and Compliance 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.

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- l. No golf cart or LSV should be operated inside a building without prior inspection and approval by the Department of Risk Management and Compliance.
- 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 Department of Risk Management and Compliance.

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 within any university building or 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. ALL bicycles must be registered through the Parking Department and display a current bicycle permit. Bicycle permits are free. You will need to have your serial number at the time of registration.


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- g. Motor Scooters on campus are subject to the motor vehicle regulations found in the Student Parking Rules and must have a valid motorcycle permit. Motor scooters may be parked in bicycle or motorcycle parking.
- h. No motorized vehicles are allowed within the closed areas of the streets unless the vehicle is owned, operated, or otherwise controlled by the University. Prohibited vehicles also include motorized bicycles, scooters, mopeds and motorcycles. In the instance of a motorized bicycle, it may be peddled within the bollard area but the combustion motor may not be used.
- i. 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.
- j. 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.

APPENDIX A
SCOOTER OPERATION TRAINING ACKNOWLEDGEMENT

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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 _____