

# Augusta University

## Policy Library

### University Utility Vehicles

**Policy Owner: Facilities Services**

#### **POLICY STATEMENT**

To provide policies and procedures for the acquisition and safe use of utility vehicles on the Augusta University (“Augusta”) campuses.

To ensure that utility vehicles are purchased, used and maintained in compliance with State of Georgia laws and regulations and Augusta policies for service, maintenance, parking and travel.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

#### **DEFINITIONS**

A utility vehicle is a small motorized vehicle similar to a golf cart but designed to transport personnel and tools, generally for maintenance purposes. For the purposes of this policy, golf carts used for their intended purpose at the Forest Hills Golf Course are excluded.

For the purposes of this policy a utility vehicle is a two or three wheeled motorized vehicle used to transport one person generally for security purposes. These types of vehicles sometimes are called Segways.

#### **PROCESS & PROCEDURES**

**Responsibility: Budget Unit.** The Budget Unit desiring to purchase or replace a utility vehicle must have the appropriate departmental or divisional approval. Approval information and the departmental request must be forwarded to the Vehicle Services Foreman via email [VEHICLE\\_SERVICES@gru.edu](mailto:VEHICLE_SERVICES@gru.edu) . These requests will be reviewed by the Director of Facilities Operations and Vice President of Facilities Services. Departments who own or add a utility vehicle / motorcycle will be responsible for the labor and materials charges for these vehicles.

**Responsibility: Vehicle Services.** The Vehicle Services Foreman will order the vehicle through Purchasing, accept delivery of the vehicle, prepare it for use and service and maintain it for safe operation.

**Responsibility: Vehicle Operators.** Utility vehicles shall be operated according to the same laws as for motor vehicles. Each operator will observe and adhere to all traffic rules and regulations pertaining to motor vehicles. A valid driver’s license is required while operating

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**Office of Compliance and Enterprise Risk Management Use Only**

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**Policy Sponsor:** VP for Facilities Services

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**Last Review:** 11/11/2015

Augusta vehicles as well as adhering to the requirement outlined the AU Vehicle Operator Policy.

The operator will allow only the number of passengers for which the vehicle is designed.

The operator will ensure that all equipment, materials, supplies and other items to be transported on utility vehicles shall be properly and safely secured to prevent shifting, falling, or loss before the vehicle is allowed to be moved.

Utility vehicles may only be operated on the designated interior travel arteries and roadways within the Augusta University campuses. The utility vehicles may only be used for the transportation of workers with tools and/or equipment and the pickup or delivery of materials, supplies, packages, and campus mail. For safety reasons, utility vehicles are not allowed on 15<sup>th</sup> Street, R.A. Dent Blvd., St. Sebastian Way, University Place, Walton Way, Katherine Street, or Arsenal Avenue. Utility vehicles may use the crosswalks in order to cross the above streets. Sidewalks should be used only where roadways and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.

Utility vehicles shall be operated with the utmost courtesy, care and consideration for the safety of pedestrians. Pedestrians shall be given the right-of-way at all times. Maintain adequate distance between vehicles and pedestrians. Reduce speed to compensate for inclines, pedestrians, and weather conditions.

Carts may not be driven or parked on any landscaped area unless that is the only available way to gain access to the specific area where your work is being performed. If, in order to allow a pedestrian(s) the proper right-of-way, the cart must be on a landscaped area, it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear. If the cart is being operated on a sidewalk, the operator will pull off the sidewalk to pass the pedestrians or stop the unit when approaching pedestrians until they pass.

**Battery Recharge** When recharging the batteries, the following safety rules must be observed:

1. Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged).
2. Do not recharge near an open flame or source of ignition.
3. You should wash skin thoroughly with cold water if it comes in contact with battery acid.
4. Disconnect all battery charge cords before using the cart.

**Refueling Cart** When refueling the cart the following safety rules must be observed:

1. Care should be taken to insure no fuel is spilt on the ground. In the event of spillage it must be immediately cleaned up and report to HIS / Environmental Health and Safety and to Spill Coordinator 706 721-3477

2. Remember to record all fuel on the fuel log.
3. After checking oil, report any low oil to Vehicle Services 706 721-4667.

**Responsibility: Public Safety Division.** The Augusta University Public Safety Division will enforce the campus traffic, parking and safety rules established for the use of utility vehicles. Accidents and violations will be reported to Public Safety dispatcher when they occur, the dispatcher will notify Vehicle Services.

**Safety:** General safety rules for operators and passengers of utility vehicles:

- Pedestrians have the right of way.
- Operator must observe and adhere to all traffic rules and regulations pertaining to motor vehicles.
- Approach corners and potentially dangerous areas slowly and with caution.
- Park only in a designated spaces
- Utility vehicle passengers are only allowed in seats designated for passengers.
- All equipment, supplies, tools, etc. must be secured to the utility vehicles before it is moved.

## **REFERENCES & SUPPORTING DOCUMENTS**

Augusta University Driver's Certification - Acknowledgement Form (**Attachment 1**)

[USG Driver Notification Form](#) (RMS101-Form 2)

USG Supervisor's Accident Follow-up Checklist Form (RMS101-Form 3) (**Attachment 2**)

## **RELATED POLICIES**

Augusta University Vehicle Operator Policy

Vehicle Services web page <http://www.gru.edu/facilities/vehicleservices/index.php>

## **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: Not Approved Yet