

**POLICY NO:**  
**SUBJECT: USE OF UNIVERSITY OWNED ALTERNATIVE/OFF-ROAD VEHICLES ON CAMPUS**

EFFECTIVE: 9/25/07

REVISION 4.1

**OBJECTIVE:**

To establish guidelines for the safe use of university owned alternative vehicles (golf carts, utility vehicles, scooters and all-terrain vehicles) on campus.

**POLICY:**

**General Requirements**

All members of the University of Tennessee community (students, staff, faculty and contractors/vendors) are governed by this policy. All operators of alternative vehicles must meet the following criteria before operating these types of vehicles on University of Tennessee property:

1. The vehicle must be registered with the appropriate permit from the University of Tennessee Parking and Transit Services.
2. Be at least 18 years old.
3. Possess a valid driver's license.
4. Know and adhere to the State of Tennessee Motor Vehicle Laws.
5. Successfully complete an Alternative Vehicle Safety Training Program (which includes a signed statement of understanding).

**Policy Administrator**

Questions regarding the interpretation or implementation of this policy should be directed to one of the following: UT Police, Parking & Transit Services or Environmental Health and Safety.

**Vehicle Operating Standards**

Alternative/Off-Road Vehicle operation is governed under Tennessee Code Annotated 55-8-185: Use of off-road motor vehicles on highways. Operators are subject to the rules of the road, including stopping, turning and safe operation. Alternative vehicle operators observed in violation of these rules can be cited by the police. The University of Tennessee Police Department is responsible for enforcing these rules on campus.

### **Operation:**

1. Alternative vehicles shall be operated in a manner that does not interfere with normal pedestrian or vehicular traffic flow.
2. Alternative vehicles will be driven only on inner vehicular drives and pedestrian sidewalks (with the exception of Intersection Rule 2 as listed below) on campus as designated on special route maps which can be obtained from the University of Tennessee Police Department.
3. No vehicle traffic will be permitted on covered walkways or in buildings.
4. Always travel at least six feet away from buildings.
5. Operators are to use extreme caution at all times. Stunt driving and horseplay is prohibited.

### **Speed Limit**

1. All speed limits shall be observed. When driving an alternative vehicle on a walkway during heavy pedestrian traffic, vehicle speeds shall be reduced to a walking pace.
2. Operators must always consider the terrain, weather conditions, existing pedestrian and vehicular traffic that may require driving at slower speeds.

### **Intersections and Crosswalks**

1. Operators must come to a complete stop before crossing a roadway or proceeding through intersecting sidewalks or other areas that have blind spots.
2. Alternative vehicles cannot use pedestrian crosswalks to cross roadways. To avoid the use of pedestrian crosswalks, an operator may need to merge into the normal flow of traffic at a reasonable and prudent distance from the intersection. This will allow the vehicle to safely cross the intersection without obstructing traffic, illegally using the pedestrian crosswalk or impeding the flow of traffic. This is in accordance to the Tennessee Code Annotated 55-8-185, where off-highway motor vehicles are only allowed to drive on a road “at a place where a quick and safe crossing may be made.”
3. When the vehicle is crossing the road, the operator must abide by the rules of the road. When making turns, the operator must signal using either a mechanical/light turning signal or an arm turning signal.

4. Operators must obey all traffic signals. Operators must look in all directions prior to entering the intersections and crossing.
5. Slow down before and during turns. All turns shall be executed at reduced speeds.

### **Pedestrians**

1. Pedestrians have the right-of-way on campus. Alternative vehicles must yield to pedestrians on sidewalks.
2. Operators must account for the fact that a pedestrian may be physically impaired and unable to hear or see the vehicle, or unable to move quickly.
3. Operators must reduce speeds in heavy pedestrian traffic or stop until the pedestrian traffic has lessened.
4. Operators must never attempt to get pedestrians out of their way by intimidating them to step off the sidewalk.
5. Whenever an operator feels he/she cannot predict the actions of a pedestrian or other vehicle operator, he/she must come to a complete stop before proceeding.

### **Parking**

1. Alternative vehicles shall be parked in designated Alternative/Off-Road Vehicle parking areas.
2. Alternative vehicles shall not be parked within 6-8 feet of the entrance or exit of any building, except at loading docks.
3. Alternative vehicles shall not be parked in a way that blocks fire hydrants, emergency exits, and vehicular or pedestrian traffic. Vehicles shall not be parked in fire lanes, in metered parking spaces, in handicapped parking, impeding handicapped ramps or in reserved parking.

### **Cargo**

1. Alternative vehicles equipped with a back carriage shall not be ~~overloaded~~. loaded in excess of the manufacturer's rating. Overloading decreases maneuverability and safe operation.
2. Materials and equipment shall be loaded and secured so they will not cause a hazard by shifting or falling off the vehicle.
3. Top heavy equipment is especially dangerous and should be secured near the center of the vehicle to avoid tipping. Be extremely careful during turning maneuvers.
4. Cargo must not extend more than one foot from either side or the front of a utility vehicle.

5. Loads that extend more than three feet from the rear of the vehicle must be flagged with a brightly colored material, usually red or orange.

### **General Guidelines**

1. Operators or passengers shall not jump on or off vehicles in motion.
2. No passengers will be permitted on alternative vehicles unless provided with adequate seating. No one is permitted to ride on the running boards, fenders, or any part of the vehicle except the seats.
3. Always remain seated and hold on while vehicle is in motion.
4. Operators must wear seatbelts if the vehicle is equipped with such.
5. Operators and passengers on motorized, two-wheeled vehicles must wear helmets when in motion. Helmets must meet one of the following safety standards and be labeled:
  - a. DOT meeting Federal Motor Vehicle Safety Standard (FMVSS) 218
  - b. Snell B-90
  - c. ANSI
6. Operators may not wear headsets or ear protection at any time while operating vehicles.
7. Cell phone usage while driving an alternative vehicle is prohibited.
8. Avoid sudden stops or change of direction that may result in a loss of control.
9. Operators shall not stop in the middle of roads or walkways.
10. Alternative vehicles are not to be driven on any landscaped area unless it is the only available way to allow a pedestrian the proper right-of-way. The vehicle should be brought to a full stop on the landscaped area, then immediately returned to the walkway as soon as the area is clear.
11. DO NOT leave keys in unattended vehicles.

### **Re-fuel and Battery Charging**

1. Re-fueling must be completed outdoors, away from any sources of ignition and at least 50 feet from building HVAC air-intakes.
2. Smoking is prohibited when the vehicle is being re-fueled and within 15 feet of vehicles where battery charging is in progress.
3. Battery charging shall be performed in areas with adequate ventilation.
4. Approved flammable liquid storage cans must be used when re-fueling with portable containers.

### **Electrical/Mechanical Systems**

1. Vehicles must be inspected and maintained in accordance with manufacturer's recommendations.
2. Electrical or mechanical problems must be reported immediately by the vehicle operator to his/her supervisor.
3. Vehicles that are unsafe to operate (e.g. brake failure) shall be taken out of service and secured to prevent use until repairs are completed.

### **Accident Reporting Procedure**

All accidents involving an Alternative/Off-Road Vehicle will be reported immediately to the University of Tennessee Police Department and the department to which the vehicle belongs.

### **Training**

It shall be the department head's responsibility to ensure that vehicle operators are trained. Authorized users of university-owned alternative/off-road vehicles shall successfully complete training prior to initial use of the vehicle. Participants must score 80% or better on a post-training quiz in order to be considered "authorized." Results of the quizzes shall be kept by the department and serve as documentation of training. Environmental Health and Safety will provide training materials and quizzes for departments and/or support (instructor). The quizzes will be graded and returned to the departments by EH&S.

Initially, each operator must certify they have read and will comply with this policy.

### **Policy Review and Revisions**

This policy shall be reviewed at least every three years and revised as needed by the Traffic and Parking Authority Committee. More frequent review may be completed in response to regulatory changes, upon request or when deficiencies are noted.

### **REFERENCES:**

Tennessee Code Annotated Title 55 Chapter 8. 55-8-185. Use of off-highway motor vehicles on highways. Copyright 2005 by the State of Tennessee. Annotations current through September 30, 2005.

University of Tennessee Transportation Services Policy number F10725 (see Appendix A, Appendix B, and Appendix C)