



## Environmental Health and Safety

**Policy:**  
**Operation of Utility Vehicles On and Around Xavier University**

**Scope: Staff**

**Responsible Department:**  
Environmental Health & Safety

**Approved By:**  
President's Cabinet

**Last Revised Date:**

**Last Reviewed Date:**

### Operation of Utility Vehicles On and Around Xavier University

#### Section 1. Policy Statement

This policy is adopted to promote the safety of all members of the Xavier Community as Xavier University ("XU") begins to utilize more utility vehicles for security, maintenance, and service applications. Because some operation of utility vehicles on public and private land and roads may be necessary from time to time, XU requires that all utility vehicle operation be in accordance with this policy. All employees who operate or ride in utility vehicles must be observant of and attentive to their safety and the safety of others at all times.

#### Section 2. Definitions

"Utility vehicle operating environment" means that territory designated by XU for employee operation of XU owned or leased utility vehicles. A map designating certain public and private roads and land as utility vehicle operating environment is attached hereto ("Utility Vehicle Operating Environment Map") and is subject to all sections of this policy. Designated public roads are shown in green, designated sidewalks are shown in pink, and XU Campus is shown in blue. The Utility Vehicle Operating Environment Map shall be posted on XU's website, distributed to employees to whom XU assigns or supplies a utility vehicle, and made available in print form to all known users of XU owned or leased utility vehicles. The Utility Vehicle Operating Environment Map may be updated from time to time as the physical boundaries of campus change.

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“Utility vehicle” means a self-propelled vehicle with a minimum of four wheels, capable of a maximum level ground speed of less than 25 miles per hour and capable of transporting not more than six persons, and which complies with the safety operations standards established in this policy. Utility vehicles include, but are not limited to, Gators, Club Cars, and golf carts. Utility vehicles do not include lawnmowers and other slow-moving equipment. Lawnmowers and other slow-moving equipment are specifically prohibited from operating on public roads.

“Public road” means the entire width between boundary lines of every right of way or place open to the use of the public for purposes of vehicular travel, including streets and alleys.

### **Section 3. Employee Operation of Utility Vehicles**

Utility vehicles shall only be driven in utility vehicle operating environments as designated on the Utility Vehicle Operating Environment Map. It shall be a violation of this policy to operate a utility vehicle on or over any public or private road or land that XU has not designated as a utility vehicle operating environment on the Utility Vehicle Operating Environment Map. No public road having a posted speed limit of more than 25 miles per hour shall be designated a utility vehicle operating environment.

### **Section 4. Limitations and Safety Criteria For Employee Operation of Utility Vehicles On Public Roads and Sidewalks**

The following limitations and safety criteria apply for all employee operation of utility vehicles on public roads and sidewalks:

- (1) Employees operating utility vehicles, at any time, shall make maximum use of the paths, driveways, and walkways provided by XU and avoid, to the maximum extent possible regardless of the length of their travel, using public roadways and sidewalks.
- (2) Utility vehicles shall only be driven on those public roads designated in green on the Utility Vehicle Operating Environment Map.
- (3) Employees operating utility vehicles shall cross Victory Parkway only where a traffic light is present.
- (4) Utility vehicles shall only be driven on those public sidewalks directly adjacent to XU Campus, as designated in pink on the Utility Vehicle Operating Environment Map.
- (5) No employee shall operate a utility vehicle on any public road or sidewalk before sunrise or after sunset unless, in addition to the equipment specified herein for all utility vehicles, the utility vehicle is equipped with head lamps, reflex reflectors, and tail lamps in proper working order.

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- (6) At all times, when operating a utility vehicle on a public road, the vehicle's head lamps and tail lamps shall be illuminated.
- (7) Employees operating utility vehicles shall yield to pedestrians at all times. During class changes utility vehicles shall pull to the side or come to a stop as necessary to allow pedestrians to proceed unimpeded.

### **Section 5. Limitations and Safety Criteria For Employee Operation of Utility Vehicles**

The following limitations and safety criteria apply for all employee operation of utility vehicles regardless of location of operation.

- (1) The maximum occupancy of a utility vehicle shall be one person per designated seat.
- (2) Operating or occupying a utility vehicle while under the influence of alcohol or other mind-altering substance is prohibited.
- (3) No employee shall operate a utility vehicle unless he or she has in his or her possession, at the time of operation, a valid driver's license and he or she is in compliance with XU's driver certification policy.
- (4) All utility vehicles shall have the following equipment: locking brake, reverse warning device, brake light, main power switch, horn, rear view mirror, amber roof light (if applicable), either hip restraints or hand holds, or both, and a manufacturer's serial number plate.
- (5) The use of headphones or other similar stereo earpiece devices, such as portable radios, walkmans, and MP3 players, while operating a utility vehicle is prohibited.
- (6) Employees shall maintain their utility vehicles in a safe condition and ensure that an unobstructed view to the rear is maintained at all times the utility vehicle is in operation.
- (6) Employees shall only use their assigned utility vehicle or any XU utility vehicle for purposes that are intended for that respective utility vehicle and for the benefit of XU.
- (7) Employees may not make alterations or modifications to their assigned utility vehicle or any other utility vehicle that may compromise any safety mechanism or alter the performance of or intended uses of the utility vehicle. Any alterations or modifications that are made to any utility vehicle are subject to the review and prior approval of the employee's supervisor or head of their department.

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- (8) Employees shall visually inspect their utility vehicles for compliance with Sections 4 and 5 of this policy prior to each use.
- (9) When exiting the vehicle the employee will remove the key from the ignition.

### **Section 6. Discipline**

Any violation of this policy may result in employee discipline in accordance with Xavier Policies and Procedures, up to and including termination of the employee at the discretion of the head of their department and XU Human Resources.

### **Section 7. Amendments**

This policy is subject to change as deemed appropriate by XU. Notice of changes to this policy will be provided to all persons to whom it applies through the Campus portal, email system, or by some other method reasonably intended to reach all such persons. XU will strive to provide this notice of changes within a reasonable period of time after the changes have been made.

### **Section 8. Effective Date**

The official version of this policy is located on the Xavier University Environmental Health and Safety website and shall become effective **November 24, 2008**.