



Sam Houston State University

A Member of The Texas State University System

Compliance and Insurance

SLOW-MOVING VEHICLE OPERATION PROCEDURES Golf Carts, Utility Vehicles & Equipment

I. PURPOSE

The purpose of this document is to establish policy for the safe operation of Slow-Moving Vehicles (SMVs), on and off SHSU property, while conducting University business. And to provide a safe environment for students, faculty, staff, and University visitors.

II. SCOPE

This policy applies to all Sam Houston State University employees, contractors, and volunteers formally approved to operate University vehicles and equipment.

III. EXCEPTIONS

1. This policy does not apply to golf carts operated on the Raven Nest Golf Course.
2. SMV operational policy may be temporarily amended in support of University and City sanctioned/permitted events (i.e., participation in University and city Homecoming, Christmas or other registered parades, TSUS/University conferences and meetings, and University graduations).
3. The Office of Compliance and Insurance must approve temporary exceptions in writing for all other events where SMVs would be utilized for transportation of participants.

IV. DEFINITIONS

1. Approved Driver/Operator: An employee, contractor or volunteer who submitted a Driving Permit Request through Sam Web and received an approval notice by the Office of Compliance & Insurance or received other official approval notification from the Office of Compliance & Insurance to operate University owned vehicles.
2. Slow-Moving Vehicles (SMVs): SMVs include personnel and equipment golf carts and utility type vehicles such as Mules, Gators and Rangers, Low Speed Electric Vehicles and Neighborhood Electric Vehicles, which have no less than four wheels, and are used by departments, contractors, and private partners to move people and materials on or off University property while conducting University business. This definition applies to electric or gas-powered SMVs.
 - a) Utility vehicle: A motor vehicle that is not a golf cart or lawn mower and is equipped with side-by-side seating for the use of the operator and a passenger, is designed by the manufacturer for off-highway use only, and is designed by the manufacturer primarily for utility work and not for recreational purposes.



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- b) Neighborhood Electric Vehicle (NEV): A vehicle that can attain a maximum speed of 35 miles per hour on a paved level surface and complies with Federal Motor Vehicle Safety Standard 500.
- c) Low Speed Electric Vehicle (LSEV): A vehicle that must not be able to travel over 25 miles per hour and complies with Federal Motor Vehicle Safety Standard 500.
- d) Federal Motor Vehicle Safety Standard 500: This standard applies to NEVs and LSEVs and requires these vehicles to be equipped with headlamps, front and rear turn signal lamps, tail lamps, stop lamps, reflex (side) reflectors, an exterior mirror mounted on each side or an interior mirror, a parking brake, a windshield, a Vehicle Identification Number and a seat belt assembly.
- 3. Personal mobility devices are not classified as SMVs.
- 4. Sidewalk: The portion of a street between the curb and lateral property line and is intended for pedestrian use (paved walkway paralleling a roadway).
- 5. Walkway/Pathway: Paved routes through campus properties that do not parallel a roadway.
- 6. Three-wheeled vehicles: All-Terrain and Utility Vehicles with three wheels, are not approved for use and purchase by departments and personnel on University properties.
- 7. EXEMPT vehicles: SMVs with exemptions to this Operational Policy include:
 - a) Emergency Response Vehicles – while responding to emergency situations may operate as necessary. These vehicles will be equipped with signage/placarding and appropriate emergency lighting.
 - b) Building and Landscape Services – SMVs utilized for University grounds maintenance and care and are equipped for off-road use may operate as necessary on paved and non-paved areas of campus.

V. SAFE OPERATION PROCEDURES

SMVs shall not be driven on sidewalks where adjacent streets or parking lots are available.

- 1. SMVs are subject to traditional “rules of the road” regarding moving vehicles. Operators shall adhere to all traffic laws and signs, including posted speed limits and directional signs. Proper adherence to applicable state laws, regulations and policies are the responsibility of the driver and noncompliance may result in suspension of operator privileges and traffic fines. Operators of SMVs shall be on the Approved Drivers List prior to operation of any University vehicle. SMVs shall not be utilized for personal use.
- 2. Personally owned SMVs are prohibited from operating on University property, without written approval from the Office of Compliance and Insurance.
- 3. SMV operators should avoid using cell phones and/or radios while driving. Vehicle operators are not permitted to drive while wearing devices that impede hearing, e.g., stereo headsets, earplugs, etc. Proper footwear should be worn while driving: e.g., flip-flops/sandal style shoes are not recommended.
- 4. SMVs shall not transport more passengers than the provided seating allows. No one shall ride on running boards, fenders, or any other part of the SMV except the provided seating. Keep all body parts-feet, legs, and arms inside the SMV while it is in motion. The recommended carrying or load capacity shall not be exceeded. Materials shall be properly secured and only transported on those SMVs equipped with material transporting capabilities. *Exception: During University events, Sammy Bearkat, may utilize an SMV in promotion of athletic, academic and alumni activities; this includes the riding on the cargo/seating area and due diligence is taken to ensure safety.*



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5. While moving through congested areas, especially at class change, speed should be no faster than pedestrians walking in the same area. Extra caution should be observed at blind corners and areas with heavy pedestrian traffic. Pedestrians have the right-of-way on campus sidewalks and pathways.

NOTE: *Drivers of SMVs should avoid travel through Bearkat Plaza (LSC Mall area), the Quadrangle, athletic events, and on pathways during peak activity/high occupancy times. SMVs may be driven in these areas during emergencies.*

6. The MAXIMUM speed limits for SMVs operated on pathways or grass areas is 5 MPH or no faster than pedestrians. Operators shall always yield to pedestrians and follow no closer than 10 feet. Operators shall reduce speed to compensate for inclines, surface and weather conditions.
7. SMV operators shall be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of an SMV.
8. SMV operators shall not block paths, sidewalks; limit pedestrian access on walkways nor park at building entrances as to block or impede access.
9. SMV operators are responsible for the security of ignition keys. Anytime the SMV is unattended, the parking brake shall be set, the ignition turned off, and the key removed from the ignition and kept in the possession of the operator.
10. SMV operators shall use turn signals, headlamps, and horns, when appropriate. Operators and passengers shall use seatbelts at all times the vehicle is in motion.

VI. PARKING, ROUTES/ACCESS & STORAGE

1. Parking:
SMVs shall not be parked:
 - a. In Fire lanes
 - b. In metered parking spaces (on city streets)
 - c. In Handicapped Parking
 - d. In Reserved Parking
 - e. Within 20 feet of the main entrance/exit of any building
 - f. On sidewalks, pathways or ramps that would impede handicap accessibility.
 - g. Where they block vehicular or pedestrian traffic, in flowerbeds, building entrances and exits, fire department connections, wheelchair or curb ramps, or any other location that may present a hazard.
2. Routes/Access:
 - a. Campus and city roadways are the primary routes of travel for SMVs.
 - b. SMVs may be operated on pathways and plazas, but the operator shall exercise extreme caution.
 - c. Operating SMVs in the Frank Parker Plaza and Quadrangle is prohibited with the strict exception of University work-related activities, such as building maintenance/repair, activity setup, etc.
 - d. SMVs shall always follow the direction of traffic.



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NOTE: SMVs are prohibited from driving on SH 75 (Sam Houston Ave.) and 11th Street (Hwy's 190 & 30); except in University and City permitted parades. SMVs are able to cross these roadways only at light controlled or side street intersections. *See attached map for SMV routes and prohibited areas.*

- e. SMVs shall not be utilized to transport persons or materials from the Main Campus to One Financial Plaza or any other University facility where travel over State Highways would be required. Refer to attached map for SMV's approved routes.
 - f. While driving on Huntsville city streets around the perimeter of campus, operators shall follow applicable traffic operational rules as these areas may be monitored and traffic rules enforced by law enforcement.
8. Storage:
- a. SMVs should be stored in proper parking/storage areas and should never be stored in building mechanical rooms.
 - b. A proper weather protected storage area should be identified and arranged, prior to procurement of an SMV. Storage areas shall be provided with proper, weather and ground-fault protected outlets. Electric vehicles should be recharged in well-ventilated locations.

VII. TRAINING

Prior to operating any SMV, supervisors must ensure potential operators are properly trained.

1. Training will be provided through Talent Management.
2. Training may be on-line as well as hands-on instruction.
3. Employees are encouraged to add acknowledgement of reading this policy into their Talent Management Training documentation.
4. Contractors providing SMVs for their employee use shall ensure the employees are trained and adhere to this policy.

VIII. EQUIPMENT, MAINTENANCE & INSURANCE

1. Equipment & Maintenance:
Specific equipment requirements for SMVs are:
 - a. All newly purchased Low Speed and Neighborhood Electric SMVs, at a minimum, shall be equipped with working headlamps, brake & tail lamps, turn signals, horn, seat belts, and parking brake.
 - b. All SMVs shall have a standard orange reflective "slow-moving vehicle" placard attached to the rear of the vehicle.
 - c. Existing SMVs without working head and tail lamps shall not be operated after sunset or before sunrise.
 - d. Operators are responsible for promptly reporting all accidents, injuries, safety and maintenance concerns to their supervisor, the Office of Compliance and Insurance, and the Facility Management Vehicle Fleet Manager. All vehicular accidents occurring on SHSU campus properties shall be reported to the University Police Department.
2. Insurance:
 - a. SHSU participates in The Texas State University System Vehicle Insurance Program. SMV coverage is limited to liability coverage only.



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- b. In accordance with TSUS policy, rental SMVs shall have rental insurance and the insurance shall meet TSUS/SHSU insurance requirements.

IX. EQUIPMENT AND SAFETY CHECKLIST

The driver will check the following items:

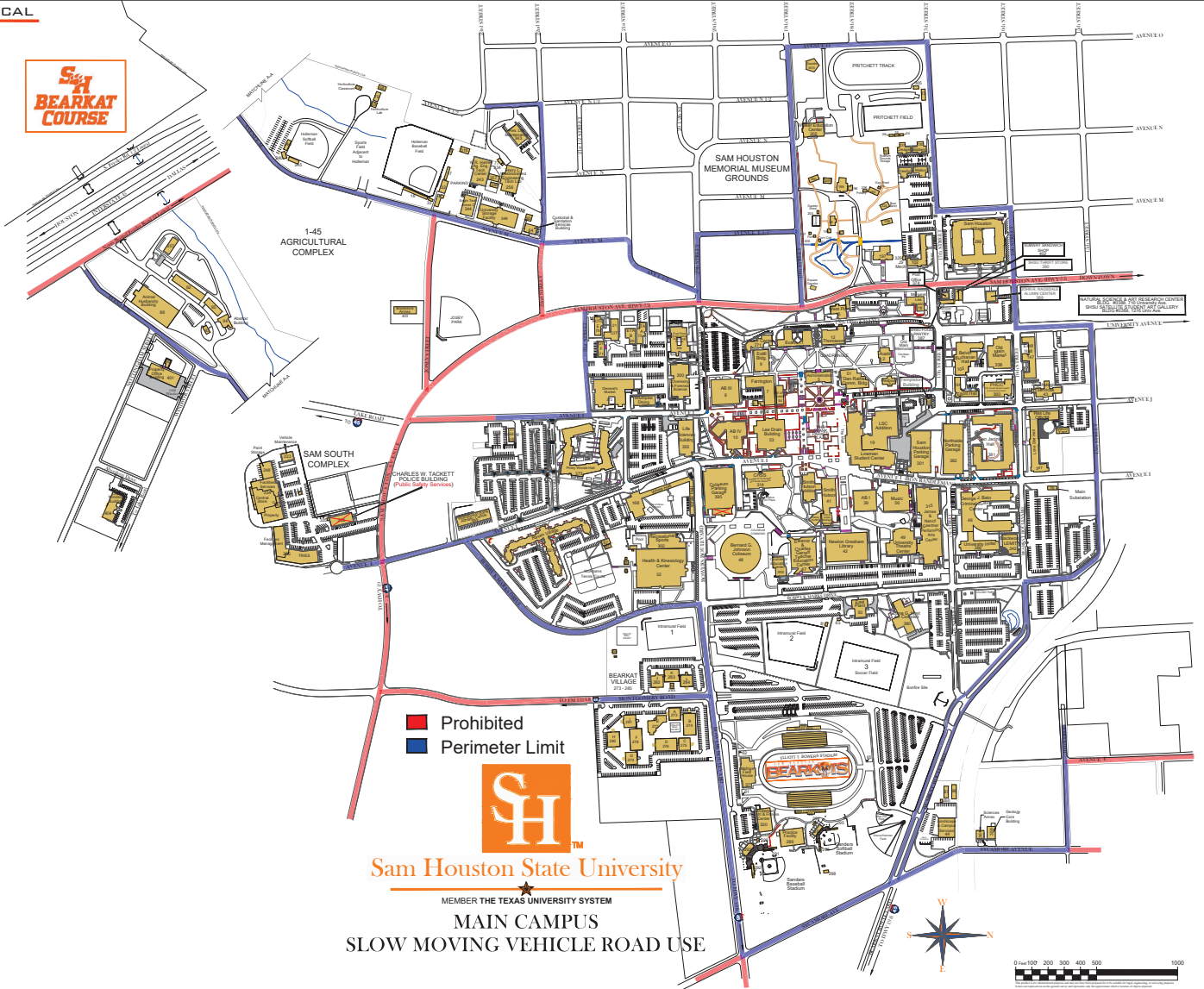
1. The tires to make sure they are not flat and have the proper inflation.
2. Brakes for proper operation.
3. Any indication of battery fluid leaks such as wet spots under the unit or unusual odors.
4. If the cart is in need of repair or maintenance, it shall not be driven. The Department that owns the cart may call the Physical Plant Automotive Shop (4-1897) for repairs.
5. When recharging the battery on an electric cart – read and follow the manufacturer’s instructions in the owner’s manual.

X. ENFORCEMENT

1. Supervisors will ensure each employee who operates an SMV is properly advised of these procedures.
2. Law enforcement may enforce all traffic laws regarding improper operation of an SMV. Operators who are “ticketed” for violation of traffic laws may lose driving privileges for SMVs.
3. Operators receiving tickets for violations of traffic laws from law enforcement are responsible for payment of any fines.

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ALPHABETICAL



- Prohibited
- Perimeter Limit



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MEMBER THE TEXAS UNIVERSITY SYSTEM

MAIN CAMPUS
SLOW MOVING VEHICLE ROAD USE

