Administrative Procedure

Number:	502
Effective	4/21/00
Supersedes:	
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Subject: INNER CAMPUS CART AND VEHICLE POLICY

1.0. PURPOSE:

To establish procedures for the control of interior campus vehicle and cart traffic.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, including Auxiliary organizations.

3.0. REFERENCES:

3.1. California Vehicle Code, Section 21113a.

3.2. California Vehicle Code, Section 415.

4.0. POLICY:

The University will establish and implement procedural guidelines on the control of motorized vehicular traffic on the interior pedestrian walkways of the campus.

5.0. DEFINITIONS:

5.1. Motor Vehicle--any vehicle that is self-propelled. "Motor vehicle" does not include a self-propelled wheelchair, invalid tricycle, or motorized quadricycle when operated by a person who, by reason of physical disability, is otherwise unable to move about as a pedestrian. "Motor vehicle" does include electric or gas fueled carts utilized for cargo or personnel carriers.

5.2. Pedestrian Walkway--any area specifically set apart and primarily designed for pedestrian traffic.

5.3. Control Points--locations in which authorized off campus vehicles can enter the campus (Facilities, Student Union, and Lot H (E&T) – entry and exit must be the same).

Approved: **Date:**

6.0. RESPONSIBILITIES:

6.1. The Director of Public Safety will:

6.1.1. Manage and control the inner campus motorized vehicle program in accordance with all safety factors.

6.1.2. Issue Inner Campus Vehicle Permits as required to all vendors and contractors.

6.1.3. Maintain a record of complaints as forwarded via the "Vehicle/Cart Unsafe Practice Report" form (Appendix 8.1.) and take preventive action to limit further unsafe acts.

6.2. Department Heads will:

6.2.1. Authorize departmental personnel to operate electric or gas fueled cargo or personnel campus carts.

6.2.2. Ensure carts and vehicles are operated in a safe manner at all times.

6.3. University Police will:

6.3.1. Monitor and enforce the safe operation of carts and vehicles, in accordance with this procedure and the California Vehicle Code.

6.4. Parking Services will:

6.4.1. Work with campus departments, individuals and groups in the issuing of Inner Campus Vehicle Permits.

6.4.2. Enforce the guidelines of this procedure and all parking regulations related to Parking Permits and Code.

6.5. Vehicle Operators will:

6.5.1. Be familiar and comply with all relevant regulations and traffic laws (including stopping at stop signs).

6.5.2. Report any observed unsafe operation of a motorized vehicle to an immediate supervisor and complete the Vehicle/Cart Unsafe Practice Report form.

6.5.3. Be authorized to operate State owned vehicles and may operate a gas or electric cart only if authorized to do so by a supervisor.

6.5.4. Be liable to the State for the actual costs to the State attributable to his/her misuse of the State owned vehicle. Misuse of a State vehicle could result in denial of further use of State vehicles and/or disciplinary action, as appropriate (Administrative Procedure 500). University Police may issue citations for improper use under California Vehicle Code 21113a.

6.5.5. Possess a valid California driver's license.

6.5.6. Operate carts and vehicles in a safe manner at all times.

7.0. PROCEDURES:

7.1. All interior campus entrance points will have signage that states, "No Unauthorized Vehicles Beyond This Point."

7.2. Carts, or any motorized vehicle, shall not be driven at a speed greater than 5 miles per hour at any time.

7.3. Pedestrians have the right-of-way at all times.

7.4. Electric carts shall not be parked immediately in front of any building entrance.

7.5. Carts shall be clearly identified as to the Department and/or unit to whom they belong. The markings must include a number & identifier (examples: Public Safety 1; Mailroom 3; Shipping & Receiving 2). The letters must be at least 3 inches, and the carts must be marked in the front and back at a minimum.

7.6. Carts are not to be used for transportation to and from breaks or non-work related duties.

7.7. Carts shall not exceed the maximum number of personnel they were designed to transport. No one is allowed to transport personnel in the cargo area.

7.8. Alternative routes will be utilized to limit cart traffic in the central walkway areas. If a building is accessible via an outside perimeter road or walkway, it shall be used. Supervisors have the responsibility of ensuring personnel are using alternative routes.

7.9. Between the hours of 8:00 a.m. and 6:00 p.m., the main walkway area in the middle of the campus shall be a restricted zone. Carts or vehicles shall travel this zone when it is the only alternative to reach the destination point. Supervisors and operators must be able to clearly articulate the reasons for this walkway being utilized.

7.10. Complaints relative to unsafe operation shall be filed through the Department of Public Safety, using the Vehicle/Cart Unsafe Practice Report when practicable. The allegation of unsafe operation will be forwarded to the department that controls the cart. The Department of Public Safety will maintain a record of all complaints filed. All complaints must be formally documented and reviewed by the department that controls the cart or vehicle.

7.11. Inner Campus Vehicle Permits are required for all vendors and contractors.

7.11.1. Public Safety is the only authorized entity for the issuance of Inner Campus Vehicle Permits.

7.11.2. Each permit is issued with a copy of the *Safety Expectations* that include speed limitation, exact location vehicle is to be parked, entry and exit points (provided via a map of the campus), and time, size and weight limitations. The permit will include the name of the driver, contact point and telephone number for the company if a complaint is filed, and a campus department/area requiring vehicle entry when appropriate.

7.11.3. Limitations on permits:

a. Permits will be issued for a single day, one month, or extended as applicable.
b. Between the hours of 11:00 a.m. – 1:00 p.m., no trucks are permitted in the restricted zone (main walkway area) due to the large number of students going to lunch and classes.

7.11.4. Limitation on size and weight of vehicles in specified zones without specific waiver request:

a. Main walkway - 3 ton maximum.
b. Over tunnel area or suspended construction (parking structures) – 2.5 ton maximum.

7.11.5. The driver of any vehicle allowed to enter the campus must provide proof of a valid driver’s license before a permit is issued.

7.11.6. Vendors and contractors shall enter and exit the campus only through identified Control Points.

8.0. APPENDICES:

8.1. Vehicle/Cart Unsafe Practice Report.

8.2. Inner Campus Cart and Vehicle Policy Restricted Zones (Campus Map).