

## OPERATION OF UNIVERSITY & UNIVERSITY ENTERPRISES, INC. VEHICLES ON INNER CAMPUS PATHWAY

This procedure is in support of Sacramento State University Policy number ADM-0178 “Operation of University and Auxiliary (University Enterprises, Inc.) Vehicles on Inner Campus Pathways.” It details the rules and guidelines under which vehicles can be operated on the inner campus pathways.

### **Inner Campus Pathways**

Inner Campus Pathways are those pathways, sidewalks and other non-street that comprise the pedestrian and vehicular arteries with the campus. The non-street pathways within the student housing complex, the Arboretum and the Napa-Modoc Hall complex shall be treated as inner campus pathways.

### **On-campus vehicles (also University vehicles)**

On-campus vehicles includes all vehicles which are the property of or associated with the University and University Enterprises, Inc. vehicles and vehicles owned and operated by contractors currently authorized to work on the campus. This policy does not apply to general delivery vehicles such as USPS and FedEx, which make deliveries to buildings using the inner campus pathways.

### **Authorization**

Authorization to operate a vehicle on campus requires that the prospective operator (UEI employees, Contracted Operator) must complete and submit to UEI Human Resources an Application for Vehicle Operation Authorization. By completing and submitting the form the person gains authorization to operate a vehicle on the campus if so required by his/her job description. A vehicle operator must possess and California Drivers License and agree to participate in the DMV Employer Pull Notice Program that allows employers to receive updates on the employees driving records. If a poor driving and/or history of at-fault accidents, UEI Human Resources in conjunction with the employee’s supervisor will determine if the driver is permitted to driver.

### **Training**

Authorization to operate a Golf Cart on the inner campus pathway requires that the operator be trained. Training includes the following:

- Review of this procedure with the operator’s signature attesting to his/her having read these documents and
- Completion of the online Cart Safety Training module, which can be accessed by contacting UEI Human Resources.

### **“How is my driving? Program**

All vehicles operated on inner campus pathways shall be identified by a “How is my driving?” sticker issued by the Sac State’s Office of Risk Management office. It is the responsibility of the department owning the vehicle to arrange for Sac State’s Risk Management to affix a sticker. Each sticker bears a unique number. The purpose of the sticker is to give pedestrians a way to identify a vehicle to report poor or dangerous vehicle operation.

### **Pedestrians**

Pedestrians have the right of way at all times. Persons who are blind or have low vision tactilely or visually use the raised yellow guide strips, the painted yellow stripes, curbs, and the edge of the pathway and landscaping as a wayfinding guidance system. Vehicles shall not be parked on or within three feet of the yellow guide strips to ensure that persons who are blind or have low vision have full access to this wayfinding system. Whenever possible, vehicles shall be parked entirely off the pathways and at least eighteen inches away from the edge of the pathway.

Parking questions and issues may be brought up by any party by informing the Office of Risk Management, who will confer with Services to Students with Disabilities, Facilities, the Office of Environmental Health and Safety, University Transportation and Parking Services, and Public Safety as circumstances warrant.

### **Passengers**

Consideration should be given to the safety of passengers who are riding in the vehicle. Passengers should wear seatbelts when available and the driver should avoid sudden or abrupt turns.

### **Driving Route**

Vehicle operations on the inner campus pathways shall be minimized. Driving routes shall be determined based on the least impact to pedestrian traffic, keeping in mind that certain times of the day see heavier pedestrian traffic. Routes heavily used by pedestrians, especially during periods of class change, shall be avoided if at all possible. Operators shall plan their routes to maximize the use of streets – if the vehicle is street-legal – and routes approved for bicycles while minimizing travel on the inner campus pathways (the bicycle-free areas). It is the vehicle operator's responsibility to see blind corners and anticipate the possibility of a pedestrian appearing from a blind corner at any moment.

### **Vehicle Speed**

No vehicle may be operated on the inner campus pathways at speeds greater than conditions safely permit, generally considered to be no faster than in excess of 12 miles per hour or approximately three times the walking speed of pedestrians. As most small vehicles do not have speedometers, the operator shall estimate 12 mph or less. If pedestrians are present in the immediate area of vehicle travel, vehicle speed shall automatically fall to 5 mph, or slightly faster than average walking speed. When approaching and passing a pedestrian from behind, the vehicle may exceed pedestrian's speed by not more than 1 mph (slightly faster than the pedestrian is walking) until the vehicle is past the pedestrian. When approaching a pedestrian from behind, vehicle operator is to bear in mind that the pedestrian has the right to walk any direction at any time.

### **Accidents**

Any accidents that results in injuries to the driver or another person or damage to any property, including the vehicle driven should be reported promptly. Injuries will need to be reported to campus Police at 916.278-6000. Injured UEI employees will need to notify their supervisor and UEI Human Resources. The Accident Report form will need to be completed and submitted to UEI Human Resources. A collision resulting in property damage should be reported to UEI Business Services at 916.278-6672 and/or Sac State's Risk Management at 916.278-6456/916.278-7233.

### **Personal vehicles**

Personal vehicles are never authorized on the inner campus pathways except as may be directed by emergency or other authorized administrators.

### **Contractor vehicles**

For purposes of campus construction and operations, contractors may have vehicles that operate on the inner campus pathways. This policy and procedure apply to campus contractors with the exception of the DMV employer program. Contractor vehicles that are kept on the campus for continuous operations shall bear the green identification stickers, and the operators thereof are responsible to operate the vehicle in accordance with this procedure.

### **Exemptions**

Police and other emergency vehicles are exempt from the requirements of this policy to the extent that operations require.