

Facilities Management Department
Coppin State University
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Policy Title: Utility Vehicles Safety Policy
Effective Date: May 19, 2011
Last Review Date: May 12, 2011

I. Purpose: To provide the procedures to ensure the safety of utility vehicle operators and other members of our academic community.

II. Policy:

All persons authorized to drive utility vehicles shall comply with the procedures stated in this policy.

III. Procedures:

- A. Designated person shall possess a valid authorization permit. This permit will be issued after the completion of a training session by the Safety and Environmental Manager. This permit will be revoked to any person that violates this policy.
- B. All Maryland vehicle traffic laws shall be obeyed while driving utility vehicles. This includes no talking or texting on the cell phone while driving.
- C. The use of headphones is prohibited.
- D. Smoking while driving or inside any vehicle is prohibited.
- E. Riding in the back bed of any vehicle (utility, vans, trucks, etc.) is prohibited.
- F. Seat belts when equipped will be worn when operating or riding in the vehicle.
- G. Driving on Campus sidewalks shall be avoided. Pedestrians always have the right of way. If the utility vehicle must be driven on a sidewalk the operator shall stop the vehicle until pedestrians pass.
- H. Driving is prohibited on turf and landscaping.
- I. Never overload the utility vehicle. Only carry the number of passengers for what the vehicle is designed. Never tow more than the rated vehicle capacity.
- J. Only carry authorized passengers.
- K. Occupants shall keep hands, legs and feet inside the vehicle while it is in motion.
- L. Obey speed limits at all times. The maximum speed is fifteen (15) mph. This maximum speed could be less depending on weather conditions, equipment being carried, and passengers.

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- M. Operators shall reduce speed and use caution when approaching sharp or blind corners.
- N. When the utility vehicle is not in use, it shall be placed in neutral position and the key removed. Never leave vehicles idling unattended.
- O. Utility vehicles shall never be parked where they block emergency equipment and/or doorways.
- P. Operators shall report any accident or damage to their supervisor immediately.
- Q. Operators will not drive a utility vehicle while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.

IV. Responsibilities:

A. Directors, Managers and Supervisors

- 1. Assure that all employees under their supervision received, understand, and signed this policy.
- 2. Assure that all employees comply with this policy.
- 3. All employees receive required training. Have a signed copy of the training certification placed in formal file maintained by the Safety and Environmental Manager.

B. Responsibilities of Employees

- 1. Comply with the requirements of this policy and report any concern to their immediate Supervisor.
- 2. Report any incident or accident to their supervisor immediately.

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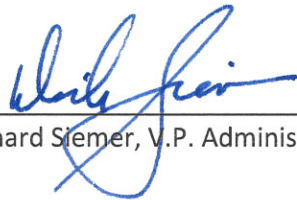
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V. Enforcement:

Compliance of this policy is mandatory to all persons on Campus driving a utility vehicle. Notifications will be sent to the employee's supervisor when compliance with this policy is not observed. This policy will be maintained and enforced by the Safety and Environmental Manager.

Signature: _____

 4/3/11
Richard Siemer, V.P. Administration and Finance