



**OLD DOMINION**  
UNIVERSITY

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*Occupational Safety & Health ♦ Environmental Health ♦ Laboratory Safety ♦ Industrial Hygiene ♦ Radiation Safety ♦ Hazardous Waste ♦ Pollution Prevention*

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# UNLICENSED VEHICLE SAFETY PROGRAM

**Administered by**

**ENVIRONMENTAL HEALTH AND SAFETY OFFICE**

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## **I. Introduction:**

The proper operation of unlicensed electric or gas-powered vehicles (golf carts and gators) is required of all employees, contractors and students who utilize them on the campus of Old Dominion University. The information and instructions included in this document will enable operators of unlicensed vehicles to avoid situations that may compromise their safety or the safety of those in the vicinity of the vehicle, and avoid damaging the vehicle or any of its accessories.

The policies set forth by the Administration of Old Dominion University will act as the guidelines for all who must either use unlicensed vehicles for work purposes or provide service to unlicensed vehicles.

## **II. Purpose:**

The purpose of this document it is to ensure that unlicensed vehicle operators are aware of the hazards that exist when operating vehicles of this type, and to prevent unnecessary damage or injuries that result from their misuse.

## **III. Policies:**

- A. Operators must possess a valid driver's license.
- B. Prior to operating a vehicle on campus, individuals must attend Unlicensed Vehicle Safety Training and pass the written test.
- C. Unlicensed vehicles shall not be driven on city owned sidewalks. The city owns all sidewalks along the streets surrounding the campus (43<sup>rd</sup>, 47<sup>th</sup>, 49<sup>th</sup>, Powhatan, Bluestone). Vehicles may be slowly and safely operated on state owned sidewalks on campus only. Avoid parking or driving on the grass.
- D. Unlicensed vehicles may be operated only in the city streets directly bordering the main campus property.
  - a. These include 49<sup>th</sup> St., 48<sup>th</sup> St., 47<sup>th</sup> St., 46<sup>th</sup> St., 45<sup>th</sup> St., 43<sup>rd</sup> St,
  - b. Powhatan Ave, Bluestone Ave, Killam Ave and Monarch Way.
  - c. When in the street stay to the right to allow other faster vehicles to safely pass, and yield to all vehicular, bicycle and pedestrian traffic.
- E. Cross Hampton Boulevard at 43<sup>rd</sup>, 45<sup>th</sup>, 47<sup>th</sup>, or 49<sup>th</sup> Streets alongside, but not in, the crosswalks. Operating on Hampton Boulevard and its sidewalks is not allowed.
- F. Do not exceed the maximum safe occupancy of 2 persons per bench seat.
- G. Modifications to unlicensed vehicles are to only be performed by the Vehicle Support Center.

- H. Drive vehicles at safe speeds, particularly in areas with high pedestrian traffic. Safe speed implies a speed which always ensures safety and comfort with regard to pedestrians. Vehicles should be operated at speeds only slightly faster than walking speed when in the vicinity of pedestrians.
- I. Operators shall not wear ear buds, headphones or use cell phones or other means of communication while driving.
- J. All unlicensed vehicles shall display a slow-moving vehicle triangle on the rear of the vehicle.
- K. Vehicles operated between sunset and sunrise must have all installed lights working and turned on and the slow-moving placard installed at the rear of vehicle.
- L. Charging of electric and fueling of gas-powered golf carts shall be done in a well-ventilated area away from any ignition source.
- M. Pedestrians ALWAYS have the right of way on campus sidewalks.
- N. Unlicensed vehicles shall not be parked in reserved parking spaces, areas that restrict access to emergency equipment, on sidewalks, or near exit points of buildings.
- O. Hand signals must be used to indicate turns if directional signals are not installed.
- P. Golf Carts (or any other vehicle) shall not be driven through the Koch Hall Breezeway, shall not be parked anywhere near the front of Broderick Dining Commons (use the loading dock area in rear), and shall not be operated on or parked on any city owned sidewalks (all sidewalks along city streets).
- Q. Vehicles must be secured against theft at the end of working hours and on weekends.
- R. Do not leave keys in unattended vehicles.
- S. No standing in any unlicensed vehicle.
- T. Avoid driving in close proximity to individuals with physical disabilities.

#### **IV. Responsibilities:**

##### Environmental Health and Safety -

- Provide classroom training and written test for affected employees
- Provide practical driving test as necessary
- Provide for periodic review of program

##### Department Supervisor -

- Ensure that all affected employees attend the required training
- Provide for annual maintenance of unlicensed vehicles

Employee Operators -

- Attend the Unlicensed Vehicle Safety training
- Pass the written test and driving test if necessary
- Operate unlicensed vehicles according to the policies set forth in this plan

Maintenance Personnel -

- Provide necessary maintenance to unlicensed vehicles per manufacturer's specifications

**V. Training**

Unlicensed vehicle safety training shall include, but not be limited to, the following information:

- The policies contained in this program.
- Responsibilities of those involved in the program.
- An introduction to the vehicle's controls and their function.
- Proper conduct for driving the vehicle.
- Steps to take when leaving vehicles unattended.