

OLD DOMINION UNIVERSITY UNLICENSED VEHICLE SAFETY PROGRAM

I. Introduction:

The proper operation of unlicensed, electric or gas-powered, vehicles is required of all employees 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 ODU employees who must:

- use unlicensed vehicles (i.e. golf carts, lawn equipment) for work purposes
- provide service to unlicensed vehicles

II. Purpose:

The purpose of this document 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:

- * Operators must possess a valid drivers license.
- * Operators without a valid drivers license shall pass a practical driving test before being allowed to operate an unlicensed vehicle.
- * All operators must attend unlicensed vehicle safety training.
- * All operators must pass a written test administered after training.
- * Unlicensed vehicles shall not be driven on city streets.
- * City streets should be crossed at marked crosswalks.
- * Crossing Hampton Boulevard should be avoided. (if you must cross, cross at 43rd, 45th, 47th, or 49th)
- * Do not exceed the maximum safe occupancy.
- * No modification should be done to unlicensed vehicles without the approval of the manufacturer.
- * Do not exceed maximum safe speeds, particularly in areas with high pedestrian traffic.
- * Operators shall not use cell phones or other means of communication while driving.
- * All golf carts shall display a slow moving vehicle triangle on the rear of the vehicle.
- * Golf carts operated between sunset and sunrise shall be equipped with headlights, taillights, and brake lights.
- * Charging of electric, and fueling of gas powered, golf carts shall be done in a well-ventilated area away from any ignition source.

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.
- Inspection procedure to follow prior to starting the vehicle.
- Proper conduct for driving the vehicle.
- Steps to take when leaving vehicles unattended.