

OLD DOMINION UNIVERSITY
University Policies and Procedures

3230 - PROTECTION OF UNIVERSITY GROUNDS AND WALKS

Statement: The intent of this policy is to regulate the operation of university vehicles and those of university guests and contractors, other than personal vehicles, so as to protect the University's grounds and walks.

Except where specifically authorized, vehicular traffic will be restricted to university property designed to bear the weight of vehicles. Such property includes streets, parking lots, and designated delivery areas adjacent to buildings and driveways serving university facilities.

Occasions will arise when it is necessary to operate service vehicles in a manner which transits university grounds and walks or when service vehicles must be temporarily parked on such areas. The following guidelines are established:

(1) Permanent Exceptions

- A. Public Safety vehicles will not normally be driven on undesignated areas. However, when engaged in police activities dealing with the protection of life or property, Public Safety vehicles may be driven wherever necessary. Care will be exercised so that damage is avoided or limited.
- B. Environmental Health and Safety vehicles will not normally be driven on undesignated areas unless engaged in activities for which access to emergency equipment and materials can best be gained through close proximity to the site of operation. Such vehicles may then be driven wherever necessary, with care being exercised so that damage to university grounds and walks is avoided or limited.
- C. Cash delivery vehicles servicing the Automatic Teller Machine and First Union Bank will, if dictated by the serviced location, routinely utilize the nearest sidewalk.

(2) General Use Exceptions

- A. University service vehicles shall not routinely transit or park upon university grounds or walks. However, when proximity to a job site is essential to efficient completion of work and to the extent that the service vehicle is loading/unloading materials or when continued access to its contents is required, exception is authorized. It is the immediate supervisor's responsibility to designate the access/egress and parking location, with care being exercised so that damage to University grounds and walks is avoided or limited.

- B. University delivery vehicles will, whenever possible, utilize building accesses designed for that purpose. Where delivery is of a nature that weight, bulk or other condition of the material to be delivered dictates closer proximity of the vehicle and such necessitates transit or parking upon university grounds or walks, the immediate supervisor's responsibility is the same as above.
- C. Commercial service or delivery vehicles visiting campus during the year will be subject to the same prohibitions as are similar university vehicles. However, since no immediate university supervisory employee exists, the supervisor responsibility rests with the Contract Administrator responsible for securing and supervising the commercial service or delivery. That Contract Administrator, after consultation with the Physical Plant or Auxiliary Services grounds managers, will specifically designate the access/egress and parking locations to be used by commercial service or delivery vehicles, prior to commencement of the contract period and will ensure that damage to university grounds and walks is avoided or limited.

(3) Identifying Authority

The Director of Public Safety will be responsible for the provision of passes, to be used to signify that commercial vehicles have been authorized for operation as cited in (2) above. These passes will be provided to the appropriate supervisory personnel or Contract Administrator for their distribution after they designate to the vehicle's operator the authorized access/egress and parking locations. Each pass should allow for inclusion of the specific vehicle's identification and the commercial concern's name, the period of its application and the supervisor's signature. The Director of Public Safety will be responsible for routine resupply of passes.

(4) Enforcement

As cited above, it is the responsibility of the respective supervisory personnel and Contract Administrators to ensure that the program is implemented and adhered to. Secondly, the Director of Public Safety will require his Public Safety Officers and the Parking Program Personnel to inspect commercial vehicles observed transiting university grounds and walks, or parked thereon.

Commercial vehicle operators failing to display the appropriate pass will either be required to produce the pass, be ordered to remove the vehicle from the location or will be prohibited access until the appropriate pass is secured. Notification of this action will be provided by the Director of Public Safety to the Contract Administrator. Repeated violations shall be taken into account by the Contract Administrator in the continuation of the existing contract and the awarding of future contracts.

University vehicle operators found in disregard of instructions as to the designated

access/egress and parking locations will be subject to the following:

- A. University drivers in violation of this policy will be ticketed, as called for in the University's Parking Program, and will be personally responsible for any associated fine. The existing appeal procedures for parking regulations will apply.
- B. University drivers in violation of this policy will also have their immediate supervisor notified by the Director of Public Safety of their failure to adhere to its provisions. Supervisors will take any action deemed appropriate under applicable University/Commonwealth policies and regulations.

(5) Private Vehicles

A private vehicle is defined as being any vehicle not bearing a permanent or temporary designation as a commercial concern's work vehicle. Private vehicles will not transit university grounds or walks, or park thereon, at any time, unless specifically authorized by the Director of Public Safety as being in the best interest of the University.

(6) Damage

Vehicles operators or commercial concerns damaging university grounds or walks, when in violation of this policy, will be subject to appropriate administrative discipline and may be required to make restitution for the cost of repairs to damages caused by them.

Responsibility: Vice President for Administration and Finance

Authorization: William B. Spong, Jr., President

Date: December 1, 1989