UNLICENSED VEHICLE SAFETY PROGRAM

Administered by

ENVIRONMENTAL HEALTH AND SAFETY OFFICE

Revision Date: May 2016
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. Operators without a valid driver’s license shall pass a practical driving test administered by their supervisor before being allowed to operate an unlicensed vehicle.
C. All operators must attend unlicensed vehicle safety training.
D. All operators must pass a written test administered after training.
E. Unlicensed vehicles shall not be driven on city owned sidewalks. The city owns all sidewalks on the streets surrounding the campus. They may be safely operated on state owned sidewalks on campus interior grounds only.
F. Unlicensed vehicles may be operated in the city streets directly bordering the main campus proper. These include 49th St., 48th St., 47th St., 46th St., 45th St., 43rd St, Powhatan Ave, Bluestone Ave and Killam Ave and Monarch Way.
G. City streets should be crossed only at marked crosswalks.
H. Cross Hampton Boulevard at 43rd, 45th, 47th, or 49th Sts. Operating on Hampton Boulevard or its sidewalks is not allowed.
I. Do not exceed the maximum safe occupancy which is 2 persons per bench seat.
J. No modifications should be done to unlicensed vehicles.
K. Do not exceed maximum safe speeds, particularly in areas with high pedestrian traffic. Safe speed implies a speed which always ensures safety and comfort with regard to pedestrians.
L. Operators shall not use cell phones or other means of communication while driving.
M. All unlicensed vehicles shall display a slow moving vehicle triangle on the rear of the vehicle.
N. Vehicles operated between sunset and sunrise shall be equipped with functional headlights, taillights, and brake lights.
O. Charging of electric and fueling of gas powered golf carts shall be done in a well-ventilated area away from any ignition source.
P. Pedestrians ALWAYS have the right of way on campus sidewalks.
Q. 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.
R. Operation of unlicensed vehicles is restricted to the main campus and city streets contiguous with the campus.
S. Hand signals must be used to indicate turns if directional signals are not installed.

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.