



OLD DOMINION UNIVERSITY

University Policy

Policy #3230

VEHICULAR ACCESS TO UNIVERSITY PROPERTY

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation:

A. PURPOSE

The purpose of this policy is to ~~regulate/control~~ vehicular access on University property in order to ~~protect/preserve the integrity and value of University~~ landscapes and other ~~exterior assets/property~~ ~~from while promoting public safety through the safe operation of~~ vehicles and other motorized/non-motorized equipment ~~and devices and to promote safety.~~

B. AUTHORITY

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

Commercial Vehicles and Equipment – Vehicles or equipment, owned or operated by a commercial entity, on University property in support of University operations.

Electronic Personal Assistance Mobility Devices (EPAMDs) - Self-balancing two-wheeled devices with an electronic propulsion system, such as a [hoverboard](#), Segway or a T-3. ~~Hoverboards are not allowed on University-controlled property~~ (see [Policy 3231, Use of Bicycles, Skateboards and Personal Transport Devices on University Property](#)).

Emergency Vehicles – Vehicles belonging to [Old Dominion University](#) Public Safety, Environmental Health & Safety, ~~along with Norfolk Fire~~ and ~~other local, state or federal Police~~ vehicles of related purpose or intent.

~~Landscape Service~~Grounds Vehicles and Equipment – Owned or operated vehicles and equipment used by the Facilities Management ~~landscape services~~grounds workers ~~and/or~~ contractors on their behalf.

Landscapes – ~~University p~~Property ~~owned or leased by the University~~ that is not paved and includes turf, flower beds, ~~shorelines water features, or and~~ gardens on University property.

Pathways and Sidewalks – ~~All~~ Pedestrian elements of the University and adjacent municipal transportation systems to include all outdoor paved, planked, graveled or other material routes of a pedestrian intent on University property or contiguous with University property that are not vehicular automobile rights-of-ways, lots, garages or loading zones.

Pedestrians – Pedestrians include Individuals who are walking as well as those requiring medically-assistive mobility devices, including both motorized and non-motorized wheelchairs. The latter are not considered users of personal transport devices.

~~Privately Owned Vehicles and Equipment – Vehicles not owned by the University or commercial entities.~~

Personal Transport Devices (PTDs) – Generic term used to identify EPAMDs, roller skates/in-line skates, scooters, recreational devices and other variations of these devices that do not fall under strict definitions of bicycles or skateboards but must also abide by the rules set forth in this policy (see Policy 3231, Use of Bicycles, Skateboards and Personal Transport Devices on University Property).

~~Personally Owned Vehicles and Equipment – Vehicles not owned by the University or commercial entities.~~

Service Vehicles and Equipment – Primarily University-owned vehicles and equipment (but may include contractor vehicles and equipment) belonging to Facilities Management, Transportation & Parking Services, and Athletics necessary to support the ongoing operations of the University.

Skateboard - A board of any length, regardless of the number of wheels in contact with the ground, that has no seat but is designed to be stood upon by the operator and propelled by human power (see Policy 3231, Use of Bicycles, Skateboards and Personal Transport Devices on University Property).

University – All locations, regardless of geographic positioning, which are owned, leased, or otherwise jurisdictionally operated, governed, and/or maintained by Old Dominion University.

University Property - Land and facilities that are owned by Old Dominion University or controlled by Old Dominion University via leases or other formal contractual arrangements to house ongoing University operations.

University Vehicle – ~~Any vehicle~~ All vehicles and equipment owned by the University, including but not limited to University Police vehicles, service vehicles, golf carts and other licensed or unlicensed utility vehicles, trailers, heavy equipment (such as aerial lifts, tractors, and mobile machinery), and any vehicle rented or otherwise retained and/or operated by a University representative for the purposes of business or operations or equipment.

Vehicular Right-of-Way (V-ROW) – Term for specific routes through the University interior(s) which are made of various material types that have been specifically engineered and installed with a designed intent to bear the loads of emergency vehicles and/or heavy equipment.

D. SCOPE

This policy applies to all employees, students, volunteers, ~~employees of affiliated organizations who are paid through the University,~~ contracted service providers, tenants of University property, and

visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. ~~Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association.~~ Visitors include vendors and their employees, parents of students, volunteers, guests, event and venue visitors, uninvited guests, and all other persons located on property, owned, leased, or otherwise controlled by the University.

E. POLICY STATEMENT

This University strives to protect its ~~campus grounds and~~ landscapes as well as individuals by ~~restricting~~controlling vehicular access on University property. Emergency vehicles, personal vehicles, service vehicles, and commercial vehicles ~~(when permitted by the Office of Facilities Management)~~ may operate on sidewalks but only as necessary in performance of job-related tasks. Otherwise, except where/when specifically authorized, vehicular traffic operating on University property will be restricted to areas designed to bear the weight of vehicles. Such property includes streets, parking lots ~~and~~ decks, designated loading docks, boat ramps, and driveways. Where V-ROW egress exists, access shall be granted to emergency vehicles when operating in an official capacity.

Pathways and sidewalks are intended ~~primarily~~ for the use of pedestrians. While ~~bicycles~~, skateboards, ~~personal transport devices (PTDs)~~, University golf carts, EPAMDs, and ~~other unlicensed vehicles, and Personal Assistance Mobility Devices (EPAMDs)~~ are granted access to University pathways and sidewalks ~~but for respective uses, these devices~~ must yield to pedestrian traffics.

F. PROCEDURES

1. Vehicle Operations - Permitted and ~~P~~rohibited ~~Space~~areas where vehicles may be operated:

a. ~~Pathways and~~ sidewalks

- i. ~~University and city~~ Pathways and sidewalks are pedestrian elements of the University and adjacent to municipal transportation systems~~primarily for the use of pedestrians. All authorized licensed vehicles shall be expected to yield for pedestrian traffic while operating on these elements and drivers must operate their vehicles in a manner that does not endanger themselves or others and may not use landscapes to pass pedestrians and/or slower moving vehicles or devices.~~
- ii. Bicycles, EPAMDs, PTDs and ~~University-owned~~ golf carts and other unlicensed vehicles types are also permitted, but operators must yield to pedestrians, operate their vehicles/devices in a manner that does not endanger themselves or others, and may not use landscapes for any purpose to include passing pedestrians and/or slower moving vehicles or devices.
- iii. Emergency and service vehicles and equipment may operate on sidewalks in support of specific work assignments, but operators must yield to pedestrians, operate their vehicles/devices in a manner that does not endanger themselves or others and may not use landscapes to pass pedestrians (emergency vehicles, see b., Landscapes ii).
- iv. ~~Personally~~Privately owned vehicles and equipment shall not transit or park on University pathways, sidewalks, or landscapes~~walks~~, except as directed for residential move-in and move-out periods.
- v. Commercial vehicles and equipment shall not transit or park on University pathways, sidewalks, or landscapes~~walks~~, unless an exception is provided (see c., Exceptions).

- vi. Vehicles of any type are not permitted to utilize, park, stand, or be secured in a manner which leads to a state of inaccessibility, denial, or otherwise disruption of egress to areas which provide disability access to University property and do so in accordance with the Americans with Disabilities Act.
- vii. Vehicles of any type or not permitted to utilize, park, stand, or be secured in a manner which inhibits, blocks, or prevents access to and/or the function of emergency exits, handrails, staircases, site furnishings, light poles, fire hydrants, fire department connections (FDC), and/or other infrastructure or landscape elements while on University property.
- viii. Designated parking areas for bicycles are provided while on University property.

b. Landscapes

- i. Landscape services~~Grounds—Department~~ vehicles and equipment and ~~Grounds Department—contractors acting on behalf of Landscape Services~~~~(for mission-specific tasks)~~ may operate vehicles on University landscapes.
- ii. Emergency vehicles ~~(in emergency situations)~~ may access University~~operate on~~ landscapes when operating in an official capacity.
- iii. Service vehicles, ~~and~~ equipment, and commercial vehicles shall not transit or park on University landscapes or walks and may not use landscapes to pass pedestrians, unless an exception is provided (see c., Exceptions).
- iv. ~~Personally~~Privately owned vehicles and equipment shall not transit or park on University landscapes except as directed for residential move-in and move-out periods.
- v. ~~No other vehicles, Bicycles, EPAMDs, PTDs, and~~ golf carts and other unlicensed vehicles ~~types, bicycles, PTDs or EPAMDs~~ may not operate on landscapes at any time. Activities such as cCutting corners, using landscapes to pass pedestrians, etc.bypassing bollards or barricades, perform recreationally, shortcut, and similar are prohibited~~activities.~~

c. Exceptions

When proximity to a job site is essential to the efficient completion of work and to the extent that service vehicles, ~~and~~ equipment, or commercial vehicles require access to facilitate the loading/unloading of materials (which are too large or heavy or the distance is too great to be otherwise mobilized via hand truck, dolly, cart, or other assistance tool), or when continued access to ~~its~~vehicle contents is required, an exception is authorized, but only for the shortest period necessary to complete a task. The ~~Assistant Vice President Director of Facilities Management or designee (for pathways/sidewalks) or the designated project manager in the Office of Facilities Management (for landscapes) or their designee)~~ and/or the Assistant Director for Landscape Services ~~is~~are responsible for designating the access/egress and parking location for exception status, with care being exercised to avoid/limit damage to University landscapes and walks. Consideration should be given to weather and ground conditions when permitting access. Exceptions may be requested via the Office of Facilities Management Maintenance Support Center.

If an exception is granted, hang tags noting what access is permitted and ~~for what time~~ duration will be issued. These hang tags are only for the purpose of granting an exception for the use of turf and sidewalks by commercial vehicles and equipment and not for use in any University parking lots or structures. Hang tags will be distributed via the main office of Facilities Management. Permits for use of parking lots and structures are distributed by the Office of Transportation and Parking Services. Access hangtags must be displayed alongside an appropriate University parking pass and remain in public view for the entirety of an exception period while the vehicle is on University property.

2. Damage to ~~University Property~~~~Landscapes and Facilities~~

~~Vehicle operators~~~~Departments and contractors/vendors~~ causing damage to University ~~landscapes and~~ property ~~are~~may be held financially responsible for repairs. Repair estimates to mitigate damages will be assessed by a representative of the Office of Facilities Management and/or Office of Transportation and Parking Services, external estimators may be utilized by these Offices at their discretion.

3. Violations and Infractions

a. Vehicle operators found violating this policy may be subject to disciplinary action. University employees failing to provide adequate supervision of employees/contractors/vendors or failing to observe the requirements of this policy may also be subject to disciplinary action.

b. All vehicles operated/parked on University property are subject to the [University's Parking and Traffic Procedures](#). The existing appeal procedures for parking regulations will apply.

~~b.~~c. Non-Emergency violations of this policy should be reported Office of Facilities Management Support Center.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE OFFICER

~~Assistant Vice President~~~~Director~~ of Facilities Management

I. RELATED INFORMATION

[Board of Visitors Policy 1450 – Faculty Sanctions](#)

[Board of Visitors Policy 1530 – Code of Student Conduct](#)

[University Policy 6600 – Standards of Conduct for Classified Employees](#)

[Office of Environmental Health & Safety - Unlicensed Vehicle Safety Program](#)