



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #3230

### VEHICULAR ACCESS TO UNIVERSITY PROPERTY

<b>Responsible Oversight Executive:</b>	Executive Vice President for Administration and Finance and Chief Financial Officer
<b>Date of Current Revision or Creation:</b>	July 10, 2024

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#### A. PURPOSE

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

#### 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

Bicycle - A device solely propelled by human power, upon which a person may ride either on or astride a regular seat attached thereto, having two or more wheels in tandem. A bicycle is a vehicle when operated on the highway [roadways] ([Virginia Code § 46.2-100, & -800 et seq.](#)).

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

Emergency Vehicles – Vehicles belonging to Old Dominion University Public Safety, Environmental Health & Safety, and other local, state, or federal vehicles of related purpose or intent.

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

Landscapes – University property that is not paved and includes turf, flower beds, shorelines, water features, or gardens on University property.

Motorized and Non-Motorized Personal Transportation Devices (PTDs) - Recreational devices and other variations of these devices that do not fall under strict definitions of bicycles but must also abide by the rules set forth in this policy. These included, but are not limited to:

- Electric Power-Assisted Bicycle – A vehicle that travels on not more than three wheels in contact with the ground and is equipped with pedals that allow propulsion by human power and an electric motor with an input of no more than 750 watts that reduces the pedal effort required of the rider (Virginia Code § 46.2-100).
- Moped – A motorized device with three wheels or less and a seat, with a motor rated at 1.5 horsepower or less with a cylinder displacement of less than 50CC's, top speed of 35 mph and requiring a state-issued license plate (Virginia Code § 46.2-100). This includes gas power-assisted bicycles and motored scooters that meet these criteria.
- Motorized Skateboard or Scooter – Every vehicle, regardless of the number of its wheels in contact with the ground, that is powered in whole or in part by an electric motor, weighs less than 100 pounds, and has a speed of no more than 20 miles per hour on a paved level surface when powered solely by the electric motor. "Motorized Skateboard or Scooter" includes vehicles with or without handlebars but does not include electric power-assisted bicycles (Virginia Code § 46.2-100).
- Roller Skates/In-Line Skates – Any set of wheels in tandem, or not, attached to footwear.
- Scooter – A narrow platform mounted on tandem wheels with a handle to steer by turning the front wheel and propelled by human power.
- 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.

Pathways and Sidewalks – Pedestrian elements of the University and adjacent municipal transportation systems to include all outdoor paved, planked, graveled, or other pedestrian routes on University property or contiguous with University property that are not vehicular rights-of-way, 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.

Personally Owned Vehicles (POVs) and Equipment – Vehicles and equipment of any type that are not owned by the University or commercial entities that are used for the primary purpose of providing personal transportation.

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.

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 - All vehicles and equipment owned by the University, including but not limited to vehicles, golf carts, 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.

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, 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. 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 landscapes as well as individuals by restricting vehicular access on University property. Emergency vehicles, personal vehicles, service vehicles, and commercial vehicles 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 or 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 for the use of pedestrians. While bicycles, PTDs, golf carts, and vehicles are granted access to University pathways and sidewalks for respective uses, these devices must yield to pedestrian traffic.

#### **F. PROCEDURES**

##### **1. Vehicle Operations - Permitted and Prohibited Space:**

###### **a. Pathways and Sidewalks**

- i. Pathways and sidewalks are pedestrian elements of the University and adjacent to municipal transportation systems. 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, PTDs, golf carts and other unlicensed vehicle 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 owned vehicles and equipment shall not transit or park on University pathways, sidewalks, or landscapes, 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 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 are 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 service vehicles and equipment and contractors acting on behalf of Landscape Services may operate vehicles on University landscapes.
- ii. Emergency vehicles may access University landscapes when operating in an official capacity.
- iii. Service vehicles, 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 owned vehicles and equipment shall not transit or park on University landscapes except as directed for residential move-in and move-out periods.
- v. Bicycles, PTDs, and golf carts and other unlicensed vehicles may not operate on landscapes at any time. Activities such as cutting corners, using landscapes to pass pedestrians, bypassing bollards or barricades, performing recreationally, shortcuts, and similar are prohibited.

c. Exceptions

When proximity to a job site is essential to the efficient completion of work and to the extent that service vehicles, 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 vehicle contents is required, an exception may be authorized, but only for the shortest period necessary to complete a task. The Assistant Vice President of Facilities Management (or their designee) and/or the Assistant Director for Landscape Services is 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 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

Vehicle operators causing damage to University property may be held financially responsible for repairs. Repair estimates to mitigate damage 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 Transportation and Parking Services Parking Rules and Regulations](#). The existing appeal procedures for parking regulations will apply.
- c. Non-Emergency violations of this policy should be reported to the Office of Facilities Management Support Center. Students may also be reported to the Office of Accountability & Academic Integrity (OSAAI) for disciplinary action.

## 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 of Facilities Management

## I. RELATED INFORMATION

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

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

[University Policy 1002 – Code of Ethics](#)

[University Policy 3231 – Use of Bicycles and Other Motorized and Non-Motorized Personal Transportation Devices on University Property](#)

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

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

## **POLICY HISTORY**

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### **Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:**

<u>/s/ Michal Holliday</u>	<u>July 10, 2024</u>
Responsible Officer	Date

### **Policy Review Committee (PRC) Approval to Proceed:**

<u>/s/ Donna Meeks</u>	<u>April 9, 2024</u>
Chair, Policy Review Committee (PRC)	Date

### **Executive Policy Review Committee (EPRC) Approval to Proceed:**

<u>/s/ Chad A. Reed</u>	<u>July 10, 2024</u>
Responsible Oversight Executive	Date

### **University Counsel Approval to Proceed:**

<u>/a/ Allen T. Wilson</u>	<u>July 10, 2024</u>
University Counsel	Date

### **Presidential Approval:**

<u>/s/ Brian O. Hemphill, Ph.D.</u>	<u>July 10, 2024</u>
President	Date

**Policy Revision Dates:** December 1, 1989; February 14, 2018; July 10, 2024

**Scheduled Review Date:** July 10, 2029