

Fleet Safety Policy

INTRODUCTION

The following policy will be used to govern the use of university vehicles and golf carts. All university vehicles and golf carts are subject to the below requirements. These vehicles are for business use only; personal use is strictly prohibited.

OBJECTIVE

The objectives of this policy are to protect university property and to prevent injuries to members of the university community and the public.

ENFORCEABILITY

Violation of the Fleet Safety Policy or state or local driving laws may result in disciplinary action against the employee.

DRIVER QUALIFICATIONS

The basic qualification for the operation of a state vehicle is a current and valid driver's license appropriate to the type of vehicle being operated.

Contract personnel or temporary employees hired by an outside agency shall not operate any Georgia Southern University vehicles.

SAFE DRIVING PRACTICES AND SAFETY MAINTENANCE

Drivers will abide by applicable State and Federal laws while operating state vehicles. State employees must wear safety belts, lock vehicles when unoccupied, and turn vehicles off before exiting. Radar detectors or similar equipment are prohibited in state vehicles. Smoking in any university vehicle, whether operated on or off campus, is prohibited.

Vehicles will be maintained in such a manner as to eliminate mechanical failures which could cause accidents. All University vehicles must have a copy of the State of Georgia Government Vehicle Georgia Liability Insurance Identification Card in them at all times. This includes golf carts.

ACCIDENT REPORTING AND REVIEW PROCEDURES

The importance of accurate and timely reporting of accidents involving state vehicles cannot be overemphasized. Such reporting not only serves to protect the State from unwarranted liability claims, but also enables agency management to identify and correct problems expeditiously to ensure that they do not reoccur.

ACCIDENT REPORTING (cont'd)

Whenever a state-owned or -operated vehicle is involved in a reportable accident which results in injury to persons or property, no matter how slight, the following actions must be taken:

1. Contact emergency services, if needed.
2. **DO NOT ADMIT RESPONSIBILITY OR LIABILITY FOR ANY ACCIDENT.**
3. File police report.
4. Report accident to your immediate supervisor, who, in turn, will report the accident to the proper Human Resources and Risk Management administrators.
5. Obtain information concerning other vehicle and driver and complete accident report.
6. Give the other driver your name and Georgia Southern University address.
7. Promptly turn in all accident forms/reports to your supervisor, found here <http://businesssrvs.georgiasouthern.edu/forms/>.

ELECTRONIC DEVICES

Use of handheld electronic devices (cell phones, PDAs, MP3 players, handheld radios, headphones, Bluetooth or other electronic communication devices) while driving or operating ANY state vehicle is prohibited. Drivers should park vehicle in a safe location before making adjustments to GPS or other navigational devices. Prohibited activities include, but are not limited to, texting, making or receiving telephone calls, or writing email messages while driving a University vehicle.

VEHICLE INSPECTIONS

Before a driver operates any Georgia Southern vehicle, it is the driver's responsibility to do a vehicle check. This requires the driver to walk around the vehicle to make sure there are no obstructions or anything hindering the movement of the vehicle. The driver should also check for pre-existing damage to the vehicle and report any damage to their supervisor immediately. Once clearance is confirmed, the driver can proceed to their destination.

**OPERATION OF CARGO TRUCK/
LARGE DELIVERY VAN**

1. When possible, driver shall have a designated spotter riding with him/her at all times.
 - a. The designated spotter shall safely exit the vehicle when it approaches tight quarters/congested areas and help guide the vehicle operator.
 - i. This is especially important when backing all cargo trucks/delivery vans and attempting to park all cargo trucks/delivery vans.
2. Use of electronic devices by either the driver or the designated spotter during vehicle operation is prohibited.
3. Use of headphones by the driver or the designated spotter during vehicle operation is prohibited.
4. Drivers of RENTAL cargo trucks/delivery vans **must be twenty-one (21) years of age** or older.
5. Drivers of GS owned cargo trucks/delivery vans **must be eighteen (18) years of age** or older.
6. Drivers of ANY cargo trucks/delivery vans **must have a valid driver's license in their possession at all times while driving said vehicles.**
7. Any cargo trucks/delivery vans must be locked when not in use.
 - a. Back cargo area **MUST** be padlocked at the completion of each work shift.

GOLF CART OPERATION

Low Speed Vehicles (LSV) are defined as vehicles that are developed specifically to drive at speeds between 20 to 25 mph, but cannot top 25 mph. The “golf carts” that are driven on campus are technically LSVs. For the purpose of this policy, we will continue to refer to the LSVs as “golf carts.”

All university employees are expected to adhere to the standards set forth by the Department of Transportation and National Highway Traffic Safety Administration’s Federal Motor Vehicle Safety Standards and the Georgia Department of Public Safety’s laws on golf carts. You can find more information about those laws here: <https://one.nhtsa.gov/cars/rules/rulings/lsv/lsv.html> and here: <https://dps.georgia.gov/georgia-code-low-speed-vehicles> .

In addition to the above federal and state regulations, the university requires the following for all golf carts and their operators:

1. Golf carts **are not allowed to cross or drive on** Stateboro Campus: 301 Bypass/Veterans Memorial Parkway, Highway 301/25, Lanier Drive, or Fair Road/Highway 67; Armstrong Campus: Abercorn Street, Roger Warlick Drive, or Apache Avenue; Liberty Center Campus: Memorial Drive, Welborn Street, or Central Avenue.
2. Golf carts must observe all vehicle traffic laws (i.e., the use of either mechanical or hand signals, stopping at stop signs, yielding to pedestrians, etc.).
3. Operators must reduce speed to match other users on all streets.
4. Golf carts will not be operated in a manner that could endanger fellow passengers, members of the GS community, the general public, or private and public property (i.e., no driving on landscaped areas, etc.)
5. Pedestrians have the right of way on campus. If you have to cross the pedestrian through the center of campus, all foot traffic has the right of way and operators must either park and wait for foot traffic to pass or proceed at a slow walking pace.
6. Golf carts will not be used to transport hazardous materials. Transportation of gasoline will be limited to less than 5 gallons.
7. Always exercise caution when transporting tools and materials. Never carry materials unless they are properly secured to the golf cart. Always drive slowly when transporting items tied to your cart, especially when approaching pedestrians. If you need assistance moving large materials, contact your supervisor and arrangements will be made for a larger vehicle to assist.
8. Golf carts may only be modified from their original design by the manufacturer’s authorized repair facility, or with products purchased from the manufacturer for that vehicle.
9. Golf carts are never to use the part of Forest Drive indicated “Do Not Enter/ Buses only”. **Do not go around electronic arm of the gate.** There are alternate routes available through the adjacent parking lots.
10. The number of passengers and load capacity shall not exceed the manufacturer’s rated limit. Passengers may only be seated in designated seats and not in the truck bed. All passengers and operator must keep all hands and feet in the cart at all times.
11. Safety or maintenance concerns should be directed to your supervisor. Maintenance and repair costs are the responsibility of the department who owns the cart. Intentional neglect for rules and policies of an employee while the cart is in their possession will subject the employee to progressive discipline.
12. **Do not tamper with golf cart governors. This is a violation of federal and state law!**

STANDARD OPERATING PROCEDURE FOR PARKING AND SECURING GOLF CARTS

All Auxiliary staff driving Georgia Southern vehicles should use service and delivery spaces located at each building first. When parking, golf carts must not block entrances to buildings, stairways, ramps, handicap spaces, or thoroughfares. The parking brake must be used and keys must be taken out of the ignition.

Golf carts must be parked in approved parking spaces at all times unless making deliveries¹, responding to emergencies with equipment transported by the cart, or offloading materials. If offloading materials, make the task quick and then park golf carts in approved parking spaces.

Golf carts must be parked in designated vehicle parking spaces in parking lots. Carts must be chained-up and locked at the end of each day. If golf carts have toolboxes, two padlocks must be used to lock it up at the end of each day. Parking brakes must be engaged. Each department is required to check this nightly to maintain golf cart security. Do not leave valuables unsecured in golf carts.

STANDARD OPERATING PROCEDURES FOR GOLF CARTS

Please check with your department for their SOPs on golf cart and vehicle inspections, key sign out, and other operations standards.

¹ Due to Federal Law, the Post Office has to keep its cart close to the door of the building in which it is delivering mail.

AUXILIARY SERVICES FLEET SAFETY POLICY ACKNOWLEDGEMENT FORM

Employee Name: _____

Department: _____ Phone: _____

DL#: _____ State: _____ Expiration Date: _____

By signing below I acknowledge that: (please check all that apply)

- I have read and understand the Auxiliary Services Fleet Safety Policy.
- I have read and understand the Golf Cart Safety Guidelines.
- I understand the hazards associated with driving a Golf Cart, cargo truck/delivery van, or other University vehicle and agree to abide by the safety guidelines. Failure to do so may result in disciplinary action(s) as deemed appropriate.
- I have read and understand any department SOPs related to vehicles and golf carts.
- I have been provided with the opportunity to ask questions related to these guidelines.

Employee Signature Date

Supervisor Signature Date

The completed form is to be kept on file in the employee's individual department.