



### Mobile Equipment Policy

#### Scope

The scope of this policy includes all employees and students operating college owned vehicles. The policy includes the use of golf carts, vans, cars, trucks, forklifts, articulating lifts, and other pieces of specialized equipment.

#### Purpose

The purpose of this policy is to ensure that vehicle operators are fully trained and qualified to safely operate college owned vehicles to reduce the possibility of personal injury or damage to College property.

#### Process

##### College Owned Vehicles (vans, trucks, cars)

*Commercial transportation (buses) should be used when it is practical to do so.*

1. Before operating a college owned vehicle, drivers must meet the following criteria:
  - a. Must be 18 years old
  - b. Must be on official college business and have the approval of the department chairperson/director
  - c. Must present a valid driver's license
  - d. Must have a U.S. driver's license for at least three years
2. Students and employees who will drive college vehicles must have a Motor Vehicle Record (MVR) run (see attachment #1).
3. After a successful MVR, all operators of college owned vehicles must have received training and/or have demonstrated an acceptable level of competency in the vehicle to be operated. There is a specific training program for students who will drive college vehicles (see attachment #1).
4. Employees reserving vehicles have a responsibility to:
  - a. Select drivers who are able to carry out the duties of a driver responsible for the safety of passengers and the vehicle.
  - b. Select travel schedules and routes that provide a safe driving environment.
  - c. Evaluate weather conditions and adjust vehicle schedules as needed to avoid driving in severe weather conditions. Facilities Management reserves the right to restrict the use of vans when the weather is bad or predicted to be bad.
  - d. Schedule travel times to provide adequate time to drive to the event.
  - e. Select drivers for the return trip who are not fatigued and otherwise temporarily impaired in their abilities.
  - f. Report vehicle problems so they can be repaired before the next trip.
  - g. Ensure that vehicles are fully cleaned of ice and snow prior to driving.
  - h. Be alert to changing conditions and adjust vehicle operation as needed to provide safe operating conditions.
5. The maximum distance a vehicle can be driven without special approval is 350 miles one way. Trips in excess of 350 miles can be made after approval of a trip plan that provides documentation showing qualified drivers, trip route, and overnight lodging to allow adequate rest periods for drivers. Documentation for trips in excess of 350 miles must be submitted to the Director of Facilities Management with recommendation for approval by the department chair or administrative director.
6. Capacity restrictions on vehicles must be observed both in terms of the weight and the number of passengers.
7. Individuals shall not be pressured into operating a vehicle that they are not comfortable operating.
8. Materials hauled in vehicles shall be secured by mechanical means, not held in place by passengers.
9. Passengers and drivers riding in college owned vehicles must use seat belts.
10. All drivers must conduct a visual inspection of the van prior to departure.
11. No driver is to pick up hitchhikers.
12. Notify Facilities Management, Campus Security, and the local police in the event of an accident.
13. Do not operate vehicles while under the influence of medication or alcohol.
14. Driver's license must be carried when operating a vehicle.

##### Powered Industrial Trucks (i.e. forklifts, articulating lifts, etc.) – [1910.178](#)

1. Operators must be trained prior to operating powered industrial trucks.



2. Only trained Facilities Management employees may use the College's lifts.
3. An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years according to 1910.178(l)(4)(iii)
4. Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily or before use if the vehicle isn't used daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined after each shift. Defects when found shall be immediately reported and corrected. 1910.178(q)(7)
5. All non-licensed commercial vehicles shall be retrofitted with the appropriate lights and reflectors. Operators of these vehicles shall use the lights when traveling on borough or township roads. These vehicles may only be operated on the following borough or township roads:
  - a. College Avenue from the Brown Lot to the Chapel entrance
  - b. College Avenue from the Brown Lot to the Hoover Lot entrance

### Golf Carts

1. See Attachment #4 for all rules specific to golf cart use
2. Prospective drivers must review and sign Attachment #4 to signify their agreement to the rules. In addition, they must demonstrate through hands-on experience that they can operate the cart in a safe and competent manner.
3. All non-licensed commercial vehicles shall be retrofitted with the appropriate lights and reflectors. Operators of these vehicles shall use the lights when traveling on borough or township roads. These vehicles may only be operated on the following borough or township roads:
  - a. College Avenue from the Brown Lot to the Chapel entrance

### **Responsibilities**

1. Managers/Professors/Advisors
  - a. Arrange to have a select number of prospective student drivers trained at the beginning of each semester
  - b. Ensure that all drivers are properly trained, possess a valid driver's license, are on official college business, and have the approval of the department chairperson
  - c. Ensure that drivers operate vehicles in a safe and responsible manner. If they do not, take appropriate action
2. Safety
  - a. Schedule, develop, and conduct necessary training programs for all college vehicles
  - b. Maintain a spreadsheet of all qualified drivers (this spreadsheet can be found at T:\Faculty & Staff Alphabetical\Z\Zimmernans\Public\Van Drivers)
  - c. Process MVR checks and communicate results to individuals
  - d. Maintain MVR and training documentation
  - e. Follow up on complaints of bad driving
3. Facilities Management
  - a. Issue vans to interested parties; consult the spreadsheet of qualified student and employee drivers before issuing vans – see 2b above for instruction
  - b. Provide administrative support for the site motor pool
4. Vehicle Operators
  - a. Refuse to operate vehicles when adequate training has not been provided, or if you lack confidence to operate the vehicle
  - b. Obey all applicable state, local, and college operating rules and regulations

### **Training**

Under no circumstances shall students/employees be permitted to operate any piece of equipment without formal instruction and/or demonstration of an acceptable level of competency in the vehicle to be operated.

See specific training requirements for each type of equipment under Process.



### **Evaluation**

The Safety Committee shall be responsible for evaluating this policy annually.

### **Document History**

Created: 5/2005

Revised: 1/2006, 7/2006

Audited: 7/2007

Revised: 4/2008, 7/2008, 1/2009, 1/2010, 5/2010, 6/2010

Audited: 1/2011

Revised: 8/2011, 11/2011, 1/2012



### Attachment #1

#### COLLEGE VEHICLE DRIVER PROGRAM (MVRs & Training)

##### Criteria

Before operating a college owned vehicle, drivers must meet the following criteria:

- a. Must be 18 years old
- b. Must be on official college business and have the approval of the departmental chairperson/director
- c. Must present a valid driver's license
- d. Must have a U.S. driver's license for at least three years

##### MVR

If the above criteria are met, prospective drivers (students and employees) must have a Motor Vehicle Record (MVR) run. To do this, the individual will have to complete a form giving the College permission to run the MVR. This form will be used to run an MVR check online by a third party (First Advantage ADR).

The MVR must pass the rating system (see attachment #2). If it does not, the individual will not be permitted to drive college vehicles. If it does, employees will be approved to drive, and students must then successfully complete the training detailed below before being approved to drive. MVRs for approved drivers will be re-run every two years to determine if the individual can continue to drive college vehicles.

If an employee who is required to drive College vehicles as part of his/her job reaches a total of 7 points on the MVR Rating System (see attachment #2), the employee is required to inform his/her manager of this but is still approved to drive. If the employee reaches 10 points or more on the MVR Rating System, he/she is no longer approved to drive College vehicles; the Manager of HR & Safety will inform the employee and the employee's supervisor that the employee is no longer approved to drive College vehicles.

Employees and students who are approved to drive college vehicles are required to inform the Manager of HR & Safety if there is any change in their driving record (i.e. they were in an accident, stopped by the police, etc.).

##### Training Components

*Note: Employees driving college vehicles do not have to complete this training; they must simply have a successful MVR check.*

Because our goal is to have exceptionally well trained student drivers to drive college vehicles, we prefer to work with a smaller number of students. Consequently, we encourage employees to select prospective student drivers carefully.

Training for prospective student drivers of college owned vans includes:

- Online training
- 30 minutes of hands-on training

The online training consists of video instruction, scenarios, and quizzes. Each student must master a comprehensive test at the end of the training.

The 30-minute hands-on training requires the student to successfully demonstrate his/her ability to drive a college van on the road. The training will include driving on back roads, town roads, and the highway. The student will have to successfully merge onto the highway, navigate four-way stops and traffic lights, park the van, and turn from a turning lane.



### Attachment #2

#### MVR Rating System

Individuals who accumulate ten or more points may not drive a college owned vehicle.

➤ <u>Driving with a suspended license</u>	10
➤ <u>Driving while impaired</u>	10
➤ <u>Refusal to submit to chemical testing</u>	10
➤ <u>Operating vehicle without permission</u>	10
➤ <u>Careless/reckless driving; leaving accident scene</u>	10
➤ <u>Speeding 25 mph or more over the posted speed limit</u>	10
➤ <u>Speeding 15-24 mph over the posted speed limit</u>	7
➤ <u>Open intoxicants in vehicle</u>	7
➤ <u>All at-fault accidents</u>	5
➤ <u>All other moving violations</u>	4
➤ <u>Failure to comply with yearly vehicle inspections</u>	3

**The College reserves the right to deny driving privileges to persons based on the MVR rating system and training program.**

**FAILURE TO OBSERVE STATE LAWS, THE COLLEGE POLICY, OR OTHER SAFE DRIVING PRACTICES MAY RESULT IN YOUR DRIVING PRIVILEGES BEING REVOKED IMMEDIATELY.**



### Attachment #3

#### Action taken when drivers are reported while driving College vehicles

All College vans that are part of our motor pool have signs on the back door with the van number and the College's phone number so that unsafe driving behaviors can be reported to the College. If an individual is reported while driving a College vehicle, the following actions will be taken:

1<sup>st</sup> report:

- Investigate report to confirm who was driving the vehicle
- Inform driver of the complaint
- Review driver's MVR

2<sup>nd</sup> report:

- Investigate report to confirm who was driving the vehicle
- Inform driver of the complaint
- Review driver's MVR
- Require driver to complete the online training "Driven to Distraction" and successfully pass the test
- Require driver to complete on-the-road training and recertification with a third party evaluator (insurance representative)

3<sup>rd</sup> report:

- Investigate report to confirm who was driving the vehicle
- Inform driver of the complaint
- Revoke driver's privileges



### Attachment #4

#### Golf Cart Rules

Individuals utilizing golf carts on Elizabethtown College property are expected to operate them in a safe and courteous manner. Golf cart operators found in violation of these safety procedures and/or misusing golf carts may be subject to disciplinary action, including being prohibited from operating a golf cart on Elizabethtown College property.

- Golf carts should be operated on campus pathways and sidewalks. Roadways should be used only where sidewalks are not available, and then only to the nearest adjacent campus walkway or pathway.
- Golf carts may only be operated on the following borough or township roads:
  - College Avenue from the Brown Lot to the Chapel entrance
- On the campus of Elizabethtown College, the pedestrian always has the right-of-way. Operators of golf carts will permit this right-of-way.
- When the golf cart is being operated on a sidewalk, the operator will travel at a speed comparable to the pedestrian traffic and only travel around the pedestrian if there is sufficient room on the walk to pass and the pedestrian motions the operator to pass safely. Golf carts should remain on the sidewalk and follow pedestrians at a safe distance until they exit the walk or allow the operator to pass. Golf carts may leave the path and drive on the grass only when the path is too narrow to allow pedestrians to safely pass.
- Speed should be reduced when in the area of pedestrians and/or obstacles.
- Most of the golf carts used on this campus are designed to carry a driver and one passenger. No golf cart is to be operated with more passengers than seating is provided. The basket in the back is not meant for individuals to ride in.
- All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
- Individuals should never back up without making sure there is no person or obstructions behind the cart.
- Drivers should never shift gears while the vehicle is in motion.
- A golf cart should be operated on campus at a speed equivalent to a well-paced walk. This maximum speed may be subject to the terrain over which it is being driven, the weather conditions, and the total weight of the golf cart and passengers and any equipment being carried.
- Golf cart operators shall possess a valid driver's license and observe all Pennsylvania vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
- Approach sharp or blind corners with caution and reduce speed.
- Use extreme care at building entrances and upon entering/exiting enclosed areas.
- Do not operate and/or park the golf cart on grass or landscaped areas or athletic fields without prior permission from Facilities Management. Golf carts should remain on walkways and paved areas whenever possible.
- Do not park or store a golf cart on a path that will restrict pedestrian access and/or block doorways or emergency access.
- Use parking areas posted for vehicles such as campus parking lots in designated vehicle parking spaces, not on sidewalks.
- When the golf cart is not in use the operator must remove and secure the key and set the parking pedal brake.
- No personally owned golf carts are allowed on Elizabethtown College campus.

#### Equipment and Safety Checklist

- Before operating the golf cart, the operator will check for proper tire condition and inflation. Brakes will be checked for proper operation. The operator will check for any indication of battery fluid leaks such as wet spots under the golf cart.
- If the golf cart is in need of repair or maintenance, it should not be driven.
- Only authorized Facilities Maintenance personnel will work on the identified problem at the site where the cart is located.

**I understand the above rules and will abide by them when driving College-owned golf carts.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Date