23. UTILITY AND SLOW MOVING VEHICLE SAFETY TRAINING PROGRAM

This policy provides guidelines for the use of electric or gas-powered carts and/or similar slow moving vehicles (SMV) on the campus of Arkansas State University. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty and staff.

23.1 STATEMENT OF POLICY

All members of the University community are governed by this policy (students, staff, faculty and contractors/vendors). All operators of carts and/or SMV’s must meet the following criteria before operating a cart on property under the jurisdiction of Arkansas State University:

- Possess a valid Arkansas driver’s license.
- Know and adhere to the State of Arkansas motor vehicle laws.
- Successfully complete the Utility and SMV Safety Training Program offered and provided by the Environmental Health and Safety Department.

1. The safe operation of carts and/or SMV’s is paramount. Failure to follow this policy, render common practices or courtesies, or follow rules of the road for the State of Arkansas, could result in citation, appropriate disciplinary action, and/or suspension of operator’s cart/SMV driving privileges.

2. All new cart/SMV acquisitions must meet the minimum safety features found in National Highway Safety and Traffic Administration (NHSTA), Standard 500 (49CFR Part 571.500), hereafter “Standard 500”. As of the effective date of this policy, the purchase of used or remanufactured carts/SMV’s not meeting Standard 500 is prohibited. Contractors and other non-affiliated departments/companies, corporations, etc. carts/SMV’s must meet Standard 500.

3. Standard 500 carts/SMV’s must be maintained so that all original equipment safety features are kept in good working order.
4. Minimum safety features for carts/SMV’s not Standard 500 (acquired by Department prior to effective date of this policy) are to include:

- Carts/SMV’s must be four-wheeled vehicles – **No three-wheeled vehicles.**

- All original equipment safety features must be kept in good working order.

- All carts/SMV’s and trailers (pulled by carts/SMV’s) must have clearly displayed on the exterior of the cart/SMV and trailer the slow moving vehicle reflective triangle.

5. The following outlines procedures for the safe operation of carts/SMV’s:

- Supervisors must monitor and ensure that all persons operating carts/SMV’s have been instructed in the safe operation of carts/SMV’s and have attended the Cart/SMV Safety Training Program.

- The speed limit for carts/SMV’s off standard roadways is **10 mph.**

- Carts/SMV’s may operate on University roadways, but must adhere to posted speed limits. Carts/SMV’s must operate only on University campus/property. All cart/SMV’s should travel in the right hand lane, unless turning left. The attached map will designate the outer boundaries, and the interior sidewalks/walkways which cart/SMV operation is allowed. All carts/SMV’s operated on the ASU Farm must operate on Farm property and roadways only.

- Modification or tampering with a carts/SMV’s governor is prohibited and is a violation of Federal Law.

- The operator must report any accidents to the University Police Department and to the operator’s supervisor.

- Cart/SMV operators are to use extreme caution at all times.

- Operators may **not** wear headsets while operating cart/SMV’s.
• Pedestrians have the right-of-way on campus. Cart/SMV’s must yield to pedestrians on sidewalks. **SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.**

• Cart/SMV operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of carts/SMV’s.

• Carts/SMV’s are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the cart/SMV’s recommended carrying or load capacity.

• The name of the University department, and University identification number (provided by the Facilities Management Department at the Department’s expense) must be displayed prominently on University owned carts/SMV’s. Contractors and other non-affiliated departments/companies, corporations, etc. must display company name and vehicle identification number on their cart/SMV at the owners expense.

• Cart/SMV operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in cart/SMV’s.

• Operators must park cart/SMV’s away from heavily traveled pedestrian areas in the designated service and maintenance parking areas.

• Operators are not to block the path nor limit pedestrian access on walkways.

• University owned cart/SMV’s are to used for University business only.

6. All cart/SMV operators must attend the Utility and SMV Safety Training Program prior to operating a cart/SMV. This provision will go into effect
Spring Semester, 2005. The Environmental Health and Safety Department will commence training immediately to properly train all existing personnel currently operating cart/SMV’s the campus of Arkansas State University.

7. University owned cart/SMV’s are to be maintained in accordance with manufacturer and Facilities Management recommended service schedule.

- Repairs and regular maintenance are the responsibility of the Department owning the cart/SMV. The Departments are financially responsible for all repair and maintenance costs (labor, parts, and supplies). The Department is required to keep all preventative maintenance and repair records related to the cart/SMV; however, for those services provided by Facilities Management – Motor Pool, Motor Pool will keep those records.

- Departments are responsible for keeping all original equipment and safety features in good working order.

8. Personally owned cart/SMV’s are prohibited from operating on University property. However, special consideration will be given to ADA accommodations.

23.2. SLOW MOVING VEHICLE REFLECTIVE TRIANGLE

1. This is an example of the required Slow Moving Vehicle Reflective Triangle:
§571.500 Standard No. 500; Low-speed vehicles.

S1. Scope. This standard specifies requirements for low-speed vehicles.

S2. Purpose. The purpose of this standard is to ensure that low-speed vehicles operated on the public streets, roads, and highways are equipped with the minimum motor vehicle equipment appropriate for motor vehicle safety.

S3. Applicability. This standard applies to low-speed vehicles.

S4. [Reserved.]

S5. Requirements.

(a) When tested in accordance with test conditions in S6 and test procedures in S7, the maximum speed attainable in 1.6 km (1 mile) by each low-speed vehicle shall not more than 40 kilometers per hour (25 miles per hour).

(b) Each low-speed vehicle shall be equipped with:

(1) Headlamps,

(2) Front and rear turn signal lamps,

(3) Taillamps,

(4) Stop lamps,

(5) Reflex reflectors: one red on each side as far to the rear as practicable, and one red on the rear,

(6) An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror,
(7) A parking brake,


23.4. CART/SMV APPROVED SIDEWALK AND/OR WALKWAYS FOR THE CAMPUS OF ARKANSAS STATE UNIVERSITY.
23.5. CART/SMV APPROVED OPERATION AREA AND OUTER BOUNDARIES FOR THE CAMPUS OF ARKANSAS STATE UNIVERSITY.