

Arkansas State University - Jonesboro

Effective Date: 03/01/2005

Policy Number: 05-41

Section: Facilities and Services

Subject: Facilities - Utility Carts and Slow Moving Vehicles

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.

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 SMVs must meet the following criteria before operating a cart/SMV on property under the jurisdiction of Arkansas State University:

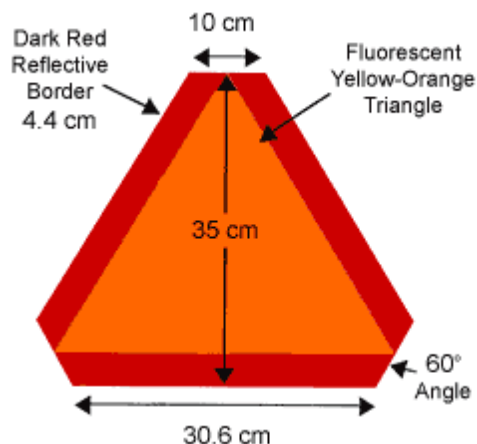
- Comply with the University's vehicle safety program by completing and signing the VSP-1 and VSP-2 forms and submitting them to the Office of Business Services and Risk Management along with a valid driver's license.
 - Know and adhere to the State of Arkansas motor vehicle laws.
 - Successfully complete 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 SMVs 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 Carts/SMV driving privileges.
 2. All new Carts/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/SMVs not meeting Standard 500 is prohibited. Contractors and other non-affiliated departments/companies, corporations, etc. Carts/SMVs must meet Standard 500.
 3. Standard 500 carts/SMVs must be maintained so that all original equipment safety features are kept in good working order.
 4. Minimum safety features for carts/SMVs not Standard 500 (acquired by Department prior to effective date of this policy) are to include:
 - Carts/SMVs must be four-wheeled vehicles - No three-wheeled vehicles.
 - All original equipment safety features must be kept in good working order.

- All carts/SMVs and trailers (pulled by carts/SMVs) must have clearly displayed on the exterior of the Carts/SMV and trailer the slow moving vehicle reflective triangle.
5. The following outlines procedures for the safe operation of carts/SMVs:
- Supervisors must monitor and ensure that all persons operating carts/SMVs have been instructed in the safe operation of carts/SMVs and have attended the Carts/SMV Safety Training Program.
 - The speed limit for carts/SMVs off standard roadways is 10 mph (5 mph when pedestrians are present). Carts/SMVs may operate on university roadways, but must adhere to posted speed limits. Carts/SMVs must operate only on university campus/property. All carts/SMVs should travel in the right hand lane, unless turning left. The attached map will designate the outer boundaries, and the interior sidewalks/walkways which Carts/SMV operation is allowed. All carts/SMVs operated on the ASU Farm must operate on farm property and roadways only.
 - Modification or tampering with a carts/SMVs 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.
 - Carts/SMV operators are to use extreme caution at all times.
 - Operators may **not** wear headsets while operating Carts/SMVs.
 - Pedestrians have the right-of-way on campus. Carts/SMVs must yield to pedestrians on sidewalks. **SPEED IS TO BE REDUCED TO A MINIMUM (5 mph max.) WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.**
 - Carts/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/SMVs.
 - Carts/SMVs are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the Carts/SMVs 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/SMVs. Contractors and other non-affiliated departments/companies, corporations, etc. must display company name and vehicle identification number on their Carts/SMV at the owner's expense.
 - Carts/SMV operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys should not be left in Carts/SMVs.
 - Operators must park Carts/SMVs away from heavily traveled pedestrian areas in the designated service and maintenance parking areas.
 - Operators are not to block the path, limit pedestrian access on walkways, nor park at entrances to buildings.

- University owned Carts/SMVs are to be used for university business only.
- 6. All Carts/SMV operators must attend the Utility and SMV Safety Training Program prior to operating a Carts/SMV.
- 7. University owned Carts/SMVs 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 Carts/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 Carts/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 Carts/SMVs are prohibited from operating on university property. However, special consideration will be given to ADA accommodations.

SLOW MOVING VEHICLE REFLECTIVE TRIANGLE

This is an example of the required Slow Moving Vehicle Reflective Triangle:



NATIONAL HIGHWAY SAFETY AND TRAFFIC ADMINISTRATION (NHSTA) STANDARD 500 (49 CFR Part 571.500)

§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.

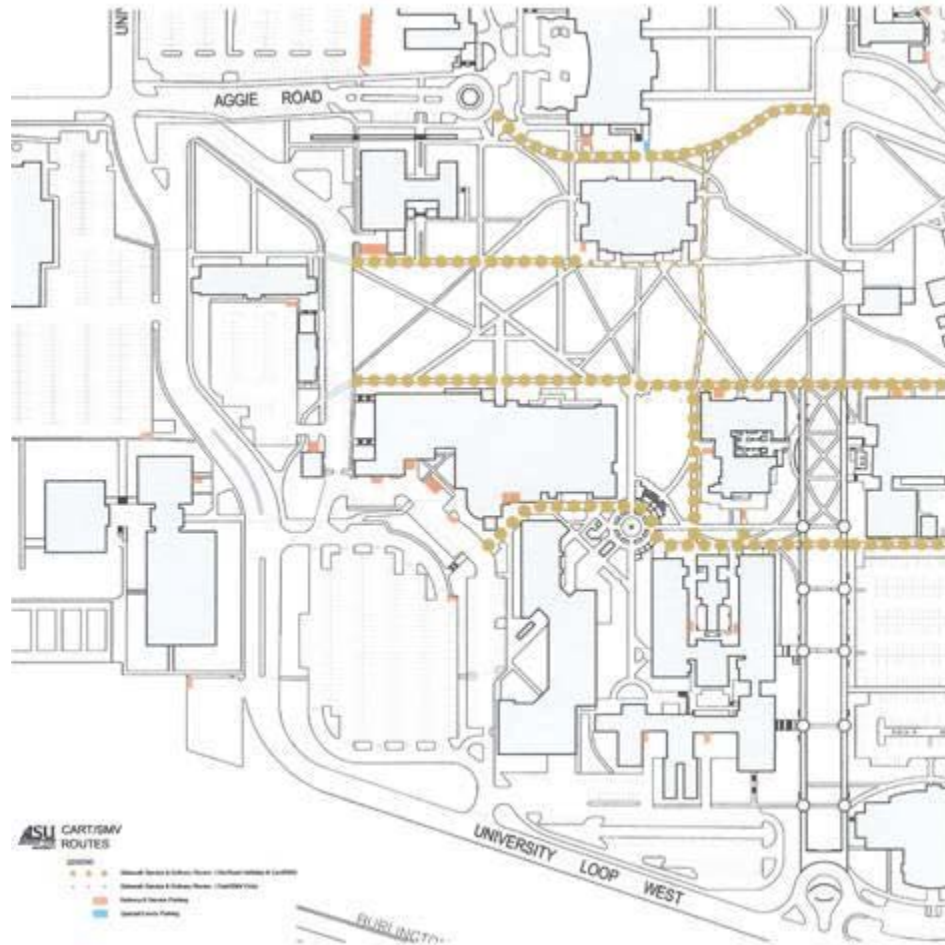
S4. [Reserved]

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 should not exceed 40 kilometers per hour (25 miles per hour).
- b. Each low-speed vehicle should be equipped with:
 1. Headlamps,
 2. Front and rear turn signal lamps,
 3. Tail lamps,
 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,
 8. A windshield of AS-1 or AS-5 composition, that conforms to the American National Standard Institute's "Safety Code for Safety Glazing Materials for Glazing Motor Vehicles Operating on Land Highways," Z-26.1-1977, January 28, 1977, as supplemented by Z26.1a, July 3, 1980 (incorporated by reference; see 49
 9. A Slow Moving Vehicle Reflective Triangle

All slow moving vehicles operated on the ASU campus must comply with the policy written at a minimum.

CARTS/SMV APPROVED SIDEWALK AND/OR WALKWAYS FOR THE CAMPUS OF



ASU ARKANSAS STATE UNIVERSITY CART/SMV ROUTES

LEGEND

- Sidewalk Service & Delivery Routes (On-Road Vehicles & Cart/SMV
- Sidewalk Service & Delivery Routes (Cart/SMV Only)
- Delivery & Service Parking
- Special Events Parking

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CARTS/SMV APPROVED OPERATION AREA AND OUTER BOUNDARIES FOR THE



Revised on 07/09/13.