

Texas A&M University-Texarkana
Mobile Equipment Program

Environmental Health and Safety Office
Approved December 4, 2012
Reviewed January 6th, 2017

1. PURPOSE

The use of All-Terrain Vehicles (ATV's), golf carts, LSV's (Low-Speed Vehicles), and other wheeled vehicles or devices operated by University personnel presents unique hazards to individuals riding in the vehicles and to pedestrians utilizing campus sidewalks. The purpose of this program is to establish operations procedures and driver responsibilities so that accidents and injuries may be prevented.

2. SCOPE

This program applies to all drivers of University ATV's, golf carts and LSV's. State Motor vehicle laws and the NHTSA 500 guidelines regulate golf cart and ATV type motor vehicles.

3. DEFINITIONS

- 3.1 Mobile Equipment – vehicles that are land based, not registered for use on public streets and are used for recreation and/or transportation on University property.
- 3.2 Low-Speed Vehicle (LSV) – a motor vehicle that is 4-wheeled and whose speed attainable in one mile is more than 20 miles an hour and not more than 25 miles per hour on a paved, level surface, and the GVWR is less than 3,000 pounds.
- 3.3 Gross Vehicle Weight Rating (GVWR) – the value specified by the manufacturer as the loaded weight of a single vehicle.
- 3.4 University property – campus and any other property owned or controlled by Texas A&M University-Texarkana

4. MOBILE EQUIPMENT OPERATIONS

- 4.1 All operation devices should be checked before operation of the mobile equipment. Failure of these devices or other mechanical problems must be reported immediately to the supervisor, and the vehicle must not be used. The supervisor shall report the problem to the University Police Department (UPD) as soon as possible. Call Ext. 6611.
- 4.2 All golf carts and ATV's will be maintained by the UPD and kept in a safe, working condition.
- 4.3 The maximum operating speed for all university mobile equipment is 5 MPH on sidewalks and 15 mph on campus streets.
- 4.4 Mobile equipment shall not be parked in fire zones, handicapped zones or in any place that would obstruct building egress. Whenever possible park in loading zones.
- 4.5 These vehicles should not be driven under breezeways or porches that are connected to the buildings.
- 4.6 These vehicles shall not be driven off university property unless public streets are the only means to reach a valid worksite location.
- 4.7 Golf carts are not to be driven over grassy areas unless absolutely necessary and should not be parked in the grass.

5. MOBILE EQUIPMENT DRIVER RESPONSIBILITIES

- 5.1 All employees who operate any mobile equipment must be trained in proper operation and safety rules. The department supervisor will provide training. If assistance is needed to provide training, please contact EH&S at extension 6618 or UPD at extension 6611.
- 5.2 The supervisor will accompany the new driver on a test drive to ensure that he/she is a competent vehicle operator. The Mobile Equipment Operator Training Acknowledgement stating that the employee has received vehicle operations training must be signed by the employee and forwarded to the Environmental Health & Safety Office to be kept in a Mobile Equipment training file.
- 5.3 All occupants must use all safety equipment provided when operating mobile equipment. (i.e. if seatbelts are available, they must be used).
- 5.4 Operators shall not wear headsets of any kind while operating these vehicles.
- 5.5 Operators shall use extreme caution when operating these vehicles. Accelerate and stop in a smooth action.
- 5.6 Pedestrians, bicycles and automobiles have the right-of-way. Extreme caution and slow speeds shall be adhered to when operating on sidewalks or in pedestrian walkways.
- 5.7 Operators should be diligent and pay particular attention to the needs of disabled persons. Limitations in vision, hearing and/or mobility can impair the ability of a disabled person to move quickly away from a golf cart or ATV.
- 5.8 Do not leave ignition keys in an unattended vehicle.
- 5.9 At no time should more than the recommended capacity is to be exceeded, either by number of passengers or the load limit of the vehicle. All passengers must ride in normal, seated positions.
- 5.10 The use of tobacco products is not permitted while operating these vehicles.
- 5.11 All occupants should keep hands and feet inside the vehicle at all times.
- 5.12 Any accident of any kind shall be reported to the UPD as soon as possible.

MOBILE EQUIPMENT OPERATOR TRAINING ACKNOWLEDGEMENT

I have read the A&M-Texarkana Mobile Equipment Program and received training in the operation of the Mobile Equipment.

Operator Name (print) _____ Signature _____

Department _____ Supervisor _____

Trainer _____ Date _____