Mobile Equipment and Heavy Equipment Program

Texas A&M University - Texarkana

Mobile Equipment and Heavy Equipment Program
Environmental, Health and Safety Office
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Concurrence and Approval

This Mobile Equipment and Heavy Equipment Program document was developed for use by Texas A&M University - Texarkana and has been reviewed and approved by the following approvers.

Document Custodian:
Matt Pope, Environmental Health and Safety Manager

Approval:
Emily E Cutrer, President
4/10/2020
Date

Matthew Pope, EHS Manager
4/9/2020
Date

Certification (if required by law or regulation)
Reserved – Not Applicable

Change History

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<td>Revised to update trainer to UPD personnel, designate 2 year retest requirement, added personal transportation devices and heavy equipment</td>
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Section 1. Introduction

The use of All-Terrain Vehicles (ATV’s), golf carts, LSV’s (Low-Speed Vehicles), and other wheeled vehicles or devices present unique hazards to individuals riding in the vehicles and to others nearby. The purpose of this program is to establish operations procedures and driver/operator responsibilities so that accidents and injuries may be prevented.

Section 2. Scope

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

Section 3. Mobile Equipment Operations

3.1 The use of personally owned mobile equipment vehicles (golf carts, ATV’s, etc.) is prohibited on university property. Contractors may use equipment as needed for the scope of their work on campus. Additional exceptions may be granted at the discretion of the Office of the President.

3.2 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.

3.3 All university owned golf carts and ATV’s will be maintained by the UPD and kept in a safe, working condition.

3.4 The maximum operating speed for all mobile equipment is 5 MPH on sidewalks and 15 mph on campus streets.

3.5 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.

3.6 These vehicles should not be driven under breezeways or porches that are connected to the buildings.

3.7 These vehicles shall not be driven on steps.

3.8 These vehicles shall not be driven into any university building with the exception of the high-bay utility area of Central Plant.

3.9 These vehicles shall not be driven onto sports venues and fields except in emergency situations.
3.10 These vehicles shall not be driven off university property unless public streets are the only means to reach a valid worksite location.

3.11 Golf carts are not to be driven over grassy areas unless necessary and should not be parked in the grass.

Section 4. Mobile Equipment Driver Responsibilities

4.1 All members of the University community (student, staff, faculty, facilities and maintenance contractors) who operate any mobile equipment must be trained in proper operation and safety rules. The University Police Department will provide training. If assistance is needed to provide training, please contact EH&S at extension 6618 or UPD at extension 6611.

4.2 Members of the general public may NOT operate university owned mobile equipment.

4.3 University owned mobile equipment are to be used for University business only.

4.4 The UPD 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 be maintained by UPD in a Mobile Equipment training file. UPD will also collect a photocopy of the operators current and valid driver’s license. All drivers must have a valid driver’s license and full awareness and ability to observe Texas motor vehicle laws.

4.5 Training and verification of competency shall be valid for 2 years. After 2 years, the observation and review of these regulations must be repeated, a new Mobile Equipment Operator Training Acknowledgement must be signed, and a new copy of the driver’s license must be filed.

4.6 All occupants must use all safety equipment provided when operating mobile equipment. (i.e. if seatbelts are available, they must be used).

4.7 Operators shall not wear headsets of any kind while operating these vehicles.

4.8 Operators shall not use cellular devices of any kind while operating these vehicles.

4.9 Operators shall use extreme caution when operating these vehicles. Accelerate and stop in a smooth action.

4.10 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.

4.11 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.

4.12 Do not leave ignition keys in an unattended vehicle.

4.13 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.

4.14 The use of tobacco products is not permitted while operating these vehicles.

4.15 All occupants should keep hands and feet inside the vehicle at all times.

4.16 Any accident of any kind shall be reported to the UPD as soon as possible.

Section 5. Personal Transportation Devices

5.1 Bicycles, scooters, and other self-propelled personal transportation devices must follow all traffic laws.

5.2 The operator is responsible for the safe use and proper use of personal transportation devices so as not to pose a risk or hazard to others while on university property.

5.3 Personal transportation users must yield to pedestrians.

5.4 The operation or use of personal transportation devices to perform tricks and stunts, including but not limited to jumping off or onto stairs, handrails, benches, etc. is prohibited.

5.5 The use of personal transportation devices inside campus buildings is prohibited.

5.6 Bicycles and scooters must be parked and secured at University provided bike racks only and may not be taken into University buildings. Items in violation may be impounded by UPD. Unclaimed items are also subject to impound and possible surplus sale at the discretion of UPD.

5.7 Battery operated personal transportation devices may not be brought inside university buildings or charged on campus.

Section 6. Heavy Equipment and Powered Industrial Trucks

6.1 Heavy equipment and powered industrial trucks are generally not operated by University students, staff or faculty. Use of equipment by students, staff, or faculty must be approved on a case-by-case basis by the Environmental Health and Safety Manager.

6.2 Contractors performing work on campus using heavy equipment and powered industrial trucks are obligated to observe all OSHA regulations related to the work performed.

6.3 Use of heavy equipment must be isolated to prevent pedestrians from entering the work area.

Section 7. Change Management

This program shall be reviewed annually by the Environmental Health and Safety Manager.
Section 8. Mobile Equipment Operator Training Acknowledgment

A copy of this acknowledgement shall be completed for every authorized user and 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________________________

EXPIRATION – 2 years from date of signature: ________________________________
Abbreviations, Acronyms and Definitions

Mobile Equipment – motorized vehicles that are land based, not registered for use on public streets and are used for recreation and/or transportation on University property.

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.

Gross Vehicle Weight Rating (GVWR) – the value specified by the manufacturer as the loaded weight of a single vehicle.

University property – campus and any other property owned or controlled by Texas A&M University-Texarkana

Personal transportation devices – includes mechanisms to transport an individual such as bicycles, scooters, skateboards, rollerblades, hov-abouts, etc. This program does NOT apply to equipment used for disability accommodation.

Heavy Equipment / Powered Industrial Equipment – construction and industrial equipment used to convey or lift loads and/or move dirt such as forklift, mobile crane, excavation equipment, skid-steer, etc.