

University of Mary Hardin-Baylor



Cart Training

Larry Ponder
Director of Safety
May 2008

Business Transportation Policy

The purpose of the Transportation Policy is to establish procedures for

- control & operation of vehicles owned, leased or rented by the University, &
- training and qualification of eligible drivers.
- Control & operation of personal-owned employee vehicles used for business-related transportation.

Note: University vehicles must be used for university business or for university-sponsored curricular / co-curricular events only.

Business Transportation Policy

Definitions:

A “**Qualified UMHB Driver**” is an individual who is

- at least 21 years of age
 - *with some exceptions*
- possesses a valid driver’s license,
- is insurable – has a “clear” motor vehicle record
 - *see Appendix 1 / Driver Qualifications*
- and has successfully completed the UMHB Stars driving program requirements.

Loan of University Vehicles:

- The university does not loan vehicles (incl. trailers & heavy equipment) to employees, students or outside parties.

Appendix 1: Driver Qualification, Training & Driving Requirements

Driver Qualifications:

Drivers must

- Be 21 years of age
 - *with some exceptions – i.e cart operators must be 18 years*
- Be insurable per the University's insurance carrier
- Possess a valid driver's license & have minimum 2 years licensed driving experience.
 - Employees; license issued by State of Texas
 - New residents; must obtain Texas license within 90 days
 - *Exception; out-of-state military residents*
 - Students; license issued by State of permanent residence
 - Volunteers; license issued by State of Texas

Appendix 1: Driver Qualification, Training & Driving Requirements

Driver Qualifications:

All drivers must possess driving record free from all charges within last 3 years related to:

- Exceeding the speed limit equal to or in excess of 20 mph
- Driving under the influence of alcohol or drugs
- Offenses against a person involving a vehicles (i.e. hit & run)
- Accumulation of 6 points or more on the driving record
 - Moving violations – i.e. speeding, running stop sign, etc. – are 2 points each
- Drivers may not drive university vehicles or personal vehicles for university business if any conditions above exist.
- Drivers are required to notify their immediate supervisor & Human Resources immediately if any of the conditions listed above occur, or if the driver's license is suspended, revoked, or becomes invalid (i.e. expires).

Appendix 1: Driver Qualification, Training & Driving Requirements

Driver Qualifications:

Drivers must successfully complete the applicable STARS driver training.

Students, Graduate Students & Volunteers

- Under age 21 may not transport students & guests.
- Over age 21 may not transport students & guests without the supervision of an employee driver over 21 years of age.

Note: a STARS Driving Chart that identifies driver allowances & restrictions is posted on the Safety Department webpage.

Appendix 1: Driver Qualification, Training & Driving Requirements

Motor Vehicle Record Checks (MVRs):

Driving records (3 yr. history) are obtained for all drivers of university owned or rented vehicles initially & annually thereafter.

Qualification levels: to drive university owned or rented vehicles

Level 1: sedan/pick-up truck/min-van/SUV

Level 2: 15 passenger van

Level 3: trailer towing

Level 4: carts (golf carts, E-cars, utility vehicles, etc.)

*Note: Stars-qualified **vehicle drivers** will also be qualified to operate the university's carts.*

Appendix 1: Driver Qualification, Training & Driving Requirements

Dis-qualification & Re-instatement:

If an approved driver is disqualified and no other circumstances exist that would contradict re-instatement the driver may be re-instated as follows;

- Dis-qualified due to accumulation of 6 or more points – or ticketed for driving at or over 20 mph over speed limit – may be re-instated upon successful completion of a State of Texas certified defensive driving course (at the driver's expense), and by repeating the STARS driver training program.
- Drivers whose job position requires the employee to drive must complete the course and re-training with 30 days.
 - *If not, employment may be subject to termination.*
- Based on the circumstances of the disqualification, the University reserves the right to impose disciplinary action, up to & including termination of employment, and/or to impose additional re-instatement terms & conditions. The Vice President for Human Resources will coordinate the design of any such terms & conditions.

Appendix 1: Driver Qualification, Training & Driving Requirements

Driving Requirements:

Important Notes:

- *Driving a vehicle for university business while under the influence of alcohol or drugs, including prescription or over-the-counter medications that affect the safe operation of vehicles, or driving in an impaired physical or mental state is strictly prohibited.*
- *Under no circumstances are personnel allowed to drive a university owned or operated vehicle without current status as a UMHB qualified driver.*

Appendix 2: Vehicles

Borrowed Vehicles Prohibited:

- Borrowing vehicles from other organizations or individuals to be used for university business is prohibited without the approval of the Vice President for Campus Planning & Support Services.
- All such requests must be submitted at least three (3) business days in advance.

Appendix 3: Carts & Utility Vehicles

Applicability:

The Cart Program applies to all UMHB Employees, Students, and all others authorized to operate carts (i.e. Guests, Visitors, Contractors, etc.) on UMHB owned or leased properties.

Eligibility:

- All cart operators must
 - *Be a minimum of 18 years of age & possess a valid driver's license.*
 - *Submit to or provide a 3 year driving record (MVR) and possess a record free from charges in accordance with Appendix 1: Driver Qualification, Training & Driving Requirements.*

Training & Compliance:

- Employees, volunteers & students who have completed that STARS vehicle driving qualification program and are current, authorized university drivers are also authorized to operate carts without additional training provided cart orientation is accomplished by a qualified operator.
 - *All other personnel that need to operate carts only must complete the STARS cart-specific training (posted on Safety webpage).*
- Cart-specific orientation (i.e. controls & accessories) will be conducted for all cart operators by their respective department supervisor for each type of cart to be driven. *(checklist for this purpose is posted on Safety webpage)*

Appendix 3: Carts & Utility Vehicles

Requirements for Guests Operating Carts on Campus:

- Guests must provide a 3 year driving record report & a copy of each operator's driver's license.
- Each operator must receive orientation on the university's cart policy requirements prior to operating carts on campus.
- Cart-specific orientation for drivers must be conducted by a competent member of the guest organization.

Appendix 3: Carts & Utility Vehicles

Cart Operation:

All cart operators must

- Obey all applicable traffic rules, signals & signs.
 - Yield to pedestrians & vehicular traffic.
 - Use turn signals.
 - On carts not equipped with brake and/or turn signals operators must use hand signals.
- Observe cart capacities;
 - Passenger capacity – one passenger per seat.
 - *Passengers must remain properly seated & keep all limbs within confines of cart at all times.*
 - *Ill or injured individuals may be transported utilizing cargo areas with sufficient space provided limbs do not extend beyond the confines of the cart.*
 - Cargo Capacity
 - *Do not exceed recommended weight capacity of vehicle.*
 - *Cargo should not normally exceed confines of cart – but if necessary cargo may not extend beyond 6" from sides & 36" from rear of cart.*

Appendix 3: Carts & Utility Vehicles

Cart Operation:

- Cart operation on sidewalks must be avoided, with few exceptions.
 - Physical Plant & custodial vehicles are authorized to use sidewalks, but only when performing assigned tasks.
 - Other departments and/or guests may use sidewalks on a strictly limited basis only – using the shortest, most direct route – i.e. to transport cargo or personnel (i.e. injured, handicapped, etc.) to and from buildings & only when absolutely necessary.
- Cart operation on grass areas must be avoided, with one exception only;
 - Landscaping vehicles are authorized to transport equipment & materials to and from work sites on grass areas, but only when necessary.
 - Carts may not be left on the grass for the duration of the work to be accomplished.
- Park carts in designated parking areas & always
 - engage the parking brake &
 - remove the key.

Appendix 3: Carts & Utility Vehicles

Cart Operation:

■ Prohibitions;

■ Electronic devices;

- *Operators may not use electronic devices (i.e. cell phones, radios, etc.) while operating carts.*
- *Unless it is an emergency situation, cart operators should park in a safe location to use communication devices.*
- *Operators may not at any time use headsets with electronic devices such as I-pods, radios, or other similar devices.*

■ Smoking or use of tobacco products including electronic cigarettes in carts is prohibited.

■ Carts may not be utilized between sunset & sunrise without operational headlights, tail lights & turn signals.

■ Parking

- *Carts may not be parked on sidewalks in such a manner that will block the pedestrian pathway, and may not be parked on grass areas.*
- *Carts may not be parked within 15 feet of building entrances & exits.*

Appendix 3: Carts & Utility Vehicles

Cart Equipment:

- Carts must be equipped with lights
 - All carts must have operational strobe lights at all times when in use (visible 360 degrees) and installed to operate automatically when cart is running or key is in the on position.
 - Carts utilized between sunset & sunrise must be equipped with head-lights, tail/stop lights & turn signals.
- All carts must be equipped with
 - Rear view mirror(s) and
 - White reflective tape visible 360 degrees.
- Guest carts
 - Will not be required to be equipped with rear view mirrors.
 - May be equipped with pole-mounted safety flags in lieu of strobe lights at a sufficient height to be visible 360 degrees.
 - Guests are entirely responsible for owned/rented carts & for providing required equipment.

University carts must be outfitted with required equipment as noted above by 12/31/2015

Appendix 3: Carts & Utility Vehicles

Length of Eligibility:

■ Full-time & Part-time employees

- Will be qualified indefinitely as long as the annual driving record check establishes continued eligibility.

■ Students

- Will be qualified for the current school year.
- May be extended through the summer months and/or renewed at the beginning of the new school year (in fall) upon request.

■ Others/Volunteers

- Will be qualified for one calendar year & may be renewed annually upon request.

■ Guests

- Will be valid through the last day of the specified visit or completion of a project.

Appendix 3: Carts & Utility Vehicles

Enforcement:

- Enforcement of the Cart Program (operation & required equipment) will be conducted by the UMHB Campus Police.

Violations:

- Violations of cart operation guidelines may result in the issuance of UMHB violations issued by Campus Police & may also result in disciplinary action.
- Violations will be reported to the Director of Safety Department.
 - *Accumulation of three (3) moving or operational violations, or one serious violation (i.e. traffic accident or injury) will result in operator disqualification.*
- Disqualified cart operators may be re-instated by
 - *Attending and successfully completing a STARS training class*
 - *Provided that a driving record check is acceptable.*
- Operation of a cart by a non-authorized individual will result in
 - *Referral of the operator to the respective Supervisor, Associate VP and/or VP for appropriate disciplinary action – in consultation with the VP for Human Resources.*
- Student operator violations will also be reported to the Dean of Students.

Appendix 3: Carts & Utility Vehicles

Violations by Guests:

- Violations by Guests may result in the revocation of cart operation privileges on campus of an individual operator, or if deemed necessary, of an organization.

Accidents:

- Cart operators must report all accidents involving carts to the Campus Police.
 - *Copies of the reports will be provided to the Director of Safety.*
- The cart operator's department or organization may be held responsible for charges related to accident damage.

Personal Carts Prohibited:

- Personally owned, rented, or leased carts are not authorized to be brought to or utilized on campus.

Department Responsibility:

- Each department's supervisors (i.e. managers, directors, Ass. VPs, VPs) will be responsible for;
 - Ensuring that only qualified personnel operate carts.
 - Ensuring that carts are operated in accordance with this policy, and
 - Enforcement of policy requirements.

Eligibility Verification:

- Verification of cart operators may be accomplished by contacting the Director of Safety Dept.

Appendix 4: Accidents

Drivers shall immediately report accidents or damage incurred while operating a university vehicle to each of the following:

- The appropriate law enforcement agency.
 - *On Campus; Campus Police*
 - *Off Campus; Law Enforcement having jurisdiction*
- The employee's immediate supervisor & the Director of Procurement as soon as is possible.
- If an accident occurs while transporting students, the incident shall also be reported to the Dean of Students as soon as is feasible.

Appendix 4: Accidents

An employee involved in an accident while driving any vehicle for university-related business shall

- Seek immediate medical aid if personnel are injured. Contact Human Resources as soon as is possible to coordinate medical care & worker's compensation reporting.
- Act in a manner that does not detract from the university's public image.
- Avoid statements concerning guilt or fault to the extent possible.
- Never agree to make payments for the accident.
- Always notify the appropriate law enforcement agency – a police report may be necessary for insurance claims.
- Discuss the accident only with Law Enforcement Officers, the Director of Safety, Director of Procurement, UMHB Human Resources Staff, and/or the Vice Pres. for Business & Finance.
- Record as much information as is possible regarding other involved parties & witnesses, including

Names	Make, Model & Year of Involved Vehicles
Driver's License Numbers	How the Accident Happened
Vehicle License Plate #s & States	Witness Addresses & Phone Numbers

- Complete a Vehicle Accident Report form and provide it to the Director of Safety as soon as is possible.

Appendix 4: Accidents

Serious Accidents:

For serious accidents involving injury to any party contact the UMHB Campus Police as soon as is possible (no later than 4 hours following the accident) to set up a UMHB driver post-accident drug & alcohol test. Campus Police will coordinate with Human Resources.

Post-Accident Motor Vehicle Record Checks (MVRs):

MVRs may be checked or required by the Director of Safety Dept. following any accident involving a UMHB driver.

Complete the quiz at
<https://www.umhb.edu/starscartquiz>

*Contact Peggy McCauley via email at
peggy.mccauley@umhb.edu or via phone at 295-4587 if you
have any questions.*