

University of Mary Hardin-Baylor



Guest Cart Training



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Business Transportation Policy

This training program is for university Guests operating carts on campus.

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.**

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.

Business Transportation Policy

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:

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 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.

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.

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.*

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*

Driving Safety

**Driving
Safety**

Driving Safety

Prior to driving – drivers conduct a walk-around of the vehicle and check:

- Tires
 - *Properly / evenly inflated*
 - *Adequate tread and free from defects*
- Lights (*headlights, tail-lights, turn signals*)

Note: if any items are improper or suspect - notify Physical Plant immediately to have corrected (or obtain another vehicle).

Driving Safety

For those Carts equipped with seat belts:

Seat belt use is required for all vehicle occupants at all times – on & off-campus – any time the vehicle is in motion.



Driving Safety

Drivers should:

- Drive with both hands on the wheel
 - *At "10 & 2"*
- Yield "Right of Way"
 - *When required and*
 - *When necessary to avoid an accident*
- Obey traffic signs & signals

Driving Safety



Railroad crossings

- Drivers – of all vehicles - should
 - Slow down and ensure tracks are clear
 - Stop if railroad crossing barriers and signals are activated
 - Never go around barriers or race to beat them!

Driving Safety

Remember the “**Move it Over**” rule for emergency vehicles

- With lights activated on your side of the roadway.
- Drivers must move a minimum of one lane away, or
- Slow down to 20 mph below the posted speed limit.
- Slow down to 5 mph if speed limit is below 25 mph.

Note: Emergency Vehicles include law enforcement, fire/rescue, ambulances, wreckers & TX-DoT vehicles.



Driving Safety

Never drive while impaired.

Drivers can be impaired due to use of:

- Alcohol

- Drugs

- *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.*

- And Fatigue

- *Adequate rest is absolutely mandatory!*

Driving Safety

Never drive through water over flooded roads.



Turn Around – Don't Drown!!!



Saders Traveling All Roads Safely

Complete the quiz at

<https://www.umhb.edu/starsquestquiz>

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