CHAPMAN UNIVERSITY | **Enterprise Risk and Safety**
Risk Management

UNIVERSITY ELECTRIC SERVICE VEHICLE POLICY

PURPOSE
This policy provides guidelines for the proper operation of university-owned electric service vehicles and their appropriate use. The intent is to establish proper safety procedures and practices as well as to promote and provide a safer environment for all.

POLICY
Described in this policy are the requirements and regulations to purchase, operate, and maintain university-owned electric service vehicles. All members of the university community are governed by this policy. Electric service vehicles shall be used for official university business only.
No personal use is permitted.

Authorized Use

1. All drivers must be authorized to drive university vehicles. Faculty and staff must possess a valid California Driver's License before they can be authorized to drive university-owned vehicles. Students can be authorized to drive with a valid out of state license as they have not established residency in this state to require a CA license.
2. The individual's name must be on the Authorized Drivers list maintained by Transportation Services. Additionally, all rules of maintaining "authorized driver" status must be followed. If an approved driver no longer requires authorization, it is the responsibility of the initiating department to notify Transportation Services within 72 hours.
3. All drivers must be at least 18 years of age to be eligible to apply for electric service vehicle approval.
4. University-owned electric service vehicles are to be used for university business only. The use of electric service vehicles to transport passengers with special transportation needs (employee, student or guest) should be handled by Public Safety. For example, if an employee or student with a disability or injury requires assistance in getting from their car to a campus building, Public Safety should be called upon to handle the transport.
5. Authorized drivers shall operate only those electric service vehicles owned by their department. Any cross-departmental vehicle lending must be approved by both department supervisors.

Approved and Prohibited Areas

6. According to the motor vehicle code, it is illegal for electric service vehicles to use sidewalks along public streets and are not to be driven on public sidewalks. All DMV driving rules are to be followed. Additionally, the electric service vehicle is only permitted to operate on City streets with a maximum speed of 30 mph or less.
7. Campus sidewalks have been designed for pedestrian use and as result, electric service vehicles should never be operated faster than the surrounding foot traffic. Surrounding foot traffic is defined as pedestrians within 10 feet of the vehicle.
8. Electric service vehicles shall not drive faster than the posted speed limit while on university owned/operated property. The posted speed in parking lots is 10 mph and 5 mph in parking structures.
9. Pedestrians on sidewalks ALWAYS have the right of way. electric service vehicles shall not block

the path or limit pedestrian access on walkways.

10. Electric service vehicles shall not be parked in fire lanes (whether painted red or designated as such on a campus map) and shall not obstruct the fire department connections, fire protection control valves or equipment. Electric service vehicles shall not be parked in areas that would obstruct egress from building exits.
11. Please refer to the Fire Lane map for restricted areas.

Safety

12. Seat belts shall be worn at all times by all occupants while the electric service vehicle is in operation.
13. Electric service vehicle operators are to be diligent and pay particular attention to the needs of disabled persons whose vision, hearing or mobility may be impaired.
14. Sidewalks should not be used as a shortcut through campus. electric service vehicles should not be driven up or off curbs or driven at excessive speed over speed bumps. Cutting corners over landscaping or driving on landscaping with an electric service vehicle should be avoided when possible.
15. Electric service vehicles are designed to carry a maximum number of passengers and shall not be overloaded or carry more passengers than seat belts provided.
16. Electric service vehicles that are older models (Taylor Dunn) and that do not have operating seatbelts should not be driven on city streets.
17. Driver and/or passengers are to keep their feet, legs and arms inside the electric service vehicle at all times and remain seated while the vehicle is in motion.
18. Electric service vehicles are to be secured at all times when not occupied. Keys should not be left in the ignition for any length of time.
19. The use of cell phones or personal listening devices while driving is prohibited.
20. Driving under the influence of alcohol or illegal drugs is grounds for immediate termination. Extreme caution should be exercised by drivers who use or take prescribed or over the counter drugs.
21. Drivers must obey all local and state traffic rules, laws, and regulations at all times. Chapman University is not responsible for any moving violations or parking citations received by the driver.

Electric Service Vehicle Requirements

22. The Purchasing department will assist in the acquisition of new electric service vehicle.
23. The Office of Risk Management must receive notification on each new purchase of an electric service vehicle. Information required includes department name, vehicle type/model, vehicle year, vehicle identification number, purchase price, and vehicle license plate.
24. Any transfers or disposals of the electric service vehicles between or from departments must have approval from the Department Admin/Supervisor. Risk Management and Financial Services should also be notified.
25. All electric carts must be licensed before operation on city streets.
26. Copies of the vehicle registration and insurance should be maintained in the vehicle at all times.
27. All university-owned electric carts should have an official Chapman University identification displaying the department name clearly on the vehicle.
28. Materials and equipment shall be loaded and/or secured in a manner that will prohibit items from falling off the electric service vehicle while in motion.

Electric Service Vehicle Maintenance

29. Each department is responsible for keeping all original equipment and safety features in good working order. All power cords and other equipment should be stored in the appropriate place in the vehicle.
30. Electric service vehicles shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.
31. All electric service vehicles should be scheduled for regular and preventative maintenance. Mechanical problems should be reported to your department supervisor in a timely manner, but no later than the end of day when the issue occurred.
32. Electric service vehicles should be charged at locations designated for such use. Charging from a non-approved outlet will be reported to the department Admin.

Reporting Damage or an Accident

33. Immediately report all electric service vehicle accidents, damage, or theft to your department supervisor as well as an accident report submitted to Risk Management.
34. If any parties are injured, contact 9-1-1 or Public Safety immediately. If any of the injured parties are employees, HR must be notified as well.
35. In accordance with campus policies, after an accident, a vehicle accident/loss report must be submitted.

Enforcement

36. Parking & Transportation Services shall ensure that each individual who has been assigned to operate an electric service vehicle, is an authorized driver.
37. By clicking the Electric Service Vehicle option on the Authorized Driver form, you agree that you acknowledge and understand the Electric Service Vehicle Policy in its entirety.
38. The safe operation of the university-owned electric service vehicles is paramount. Failure to follow this policy, render appropriate driving practices, or follow rules of the road, will result in disciplinary action and suspension or termination of eligibility to operate an electric service vehicle.