

# Unlicensed Off-Road Vehicle Policy & Procedures

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### 01. Purpose:

The purpose of this policy is to establish standards for the safe use and operations of “unlicensed vehicles” on campus at Nazareth College of Rochester, hereafter referred to as “Nazareth”.

Departments at Nazareth provide unlicensed off-road vehicles to contractors, employees and student workers so they may fulfill their job related or other authorized duties. Unlicensed off-road vehicles are used to transport equipment and people and for campus maintenance activities. This policy establishes consistent standards regarding:

- Vehicle operating standards including operator requirements & standards,
- Department & supervisor responsibilities,
- Rentals of Unlicensed off-road vehicle, and
- Accident reporting procedures

### 02. Scope:

This policy covers all types and makes of unlicensed off-road vehicles: three (3), four (4), or six (6) wheel vehicles, electric or gas powered, or alternative fuel vehicles, used for transportation of people, equipment, products, etc., on campus or for grounds or facilities maintenance purposes, hereafter referred to as “unlicensed off-road vehicles”.

Compliance with this policy is intended to ensure the safe operation of these vehicles for the campus community; including but not limited to unlicensed off-road vehicle drivers, vehicle drivers, passengers and pedestrians.

### 03. Definitions:

- Authorized Drivers: A driver who has been authorized by their department and Campus Safety, and who meet the college’s standard for driving.
- Unauthorized Drivers: A driver who does not meet the definition of an authorized operator.
- Gators: Gators are gasoline powered utility vehicles designed to perform a variety of work and hauling functions on all types of terrain and are used on campus to transport passengers or equipment.
- GEM Cars: GEM stands for Global Electric Motorcars. GEM battery-electric vehicles are classified as low-speed vehicles, or neighborhood electric vehicles, and are street legal on public roads

posted at 35 mph or less. GEM cars are available in 2, 3, and 6 passenger models and as utility vehicles. GEM vehicles are battery-electric, operate on a 72-volt battery system and plug into a standard 110-volt outlet.

- **Golf Carts:** Motorized vehicles including golf carts and other 3-4-wheeled vehicles that are powered by electric or internal combustion motors, but does not apply to tractors or other machinery. These are not designed for use on public roads. They have a variety of uses including hospitality shuttling of people, transporting equipment, and campus maintenance activities.
- **Unlicensed Off-road Vehicles:** as used herein, the term shall apply to all unlicensed (unregistered) off-road vehicles operated on the campus including golf type carts
- **Vantage Trucks:** Vantage trucks are a range of vehicles from gasoline and electric powered utility vehicles designed to perform a variety of work and hauling functions with speed limits of 25 mph.

#### **04. Policy:**

Unlicensed off-road vehicles owned by Nazareth may only be used for official department/college business by Nazareth employees including student employees, and college authorized drivers associated with a college department. Unlicensed off-road vehicles may not be used for personal travel, which would be considered vehicle misuse.

Knowledge of and compliance with applicable state laws, rules and regulations are the responsibility of the driver and noncompliance may result in suspension of user privileges and/or additional sanctions through the student conduct or Human Resources process.

#### **05. Procedures:**

##### Vehicle Operating Standards

Due to the potential dangers associated with operating an unlicensed off-road vehicle- individuals who plan to operate an unlicensed off-road vehicle must:

- Become an authorized driver through Campus Safety by meeting the requirements detailed in the Motor Vehicle Policy, completing the cart safety training program & completing the statement of understanding
- Know the following procedures and rules:
  - Only institutional authorized operator with specific permission may operate unlicensed off-road vehicles
  - Be 18 year of age or older
  - Possess an unrestricted valid US driver license and have a safe driving history as outlined in the Eligibility Requirements for Authorized Drivers of Nazareth College
  - Obey all New York State motor vehicle laws, codes and regulations
  - ALWAYS yield to pedestrians and limit use in areas where there is high pedestrian traffic
  - Not to operate at speed that exceed 15 MPH. Lower speed limits are necessary as safety concerns demands
  - ALWAYS consider the terrain, vehicle load, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the vehicle safely
  - Stop at all “blind intersections’ and then proceed with caution
  - Slow down before making sharp turns
  - Drive only on areas where regular vehicular traffic is allowed (i.e. campus roads and parking lots) and the four special use areas defined on the map in appendix C. Use on other areas (including sidewalks) must be pre-approved through Campus Safety.

- No parking:
  - In fire lanes
  - In signed/restricted parking (accessible parking, reserved, no parking areas)
  - In areas not intended to be parking spaces
  - Within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic, vehicular traffic or emergency services
  - On sidewalks or ramps.
- Never drive while impaired by alcohol, drugs, medication, illness, fatigue or injury.
- Not permitted to use any electronics while driving (cell phones, headsets, etc.)
- Ensure to carry only the maximum number of people the manufacturer permits
- Ensure all passengers in seats designed for such use; Never transport any passengers in the truck beds or on the sides of unlicensed off-road vehicles
- Ensure all passengers remain seated in the vehicle, holding on, until the vehicle has safely stopped; all passengers to keep their arms and legs inside the vehicle at all time
- Not permitted to drive/transport Nazareth students by unlicensed off-road vehicles unless the supervisor of the department has approved transport
- Remove key from vehicle when not in use
- Drive in a defensive manner, anticipating situations that may be hazardous
- Avoid driving the vehicle at night (unless with the permission of the department supervisor and the off-road vehicle is properly equipped)
- Operation of the vehicle is restricted to Nazareth campus
- Not try to pass other motor vehicles, including other moving unlicensed off-road vehicles
- Supervisory personnel whom have staff utilizing unlicensed off-road vehicles are responsible ensure that drivers operate these vehicles in safe, responsible, and appropriate manner at all times

#### Department/Supervisor Responsibilities

- Departments needing to rent unlicensed off-road vehicles, e.g., golf carts and utility vehicles for use during special events shall inform Campus Safety of:
  - Event name and date
  - Purpose of rented vehicles
  - List of drivers for rented vehicles – must be cleared by Campus Safety as authorized drivers prior to the event
  - Rented vehicles’ delivery and return schedule and location
- Supervisors will assure that each employee in their department, who operates an unlicensed off-road vehicle, is fully aware of and understands this policy
- Supervisors are responsible for obtaining a signed copy of the Unlicensed Off-Road Vehicle Policy and Procedures Acknowledgement Form from each employee in their department who operates an unlicensed off-road vehicle, attesting to the employee’s knowledge and understanding of, and agreement to abide by, the unlicensed off-road vehicle policy and procedures.
  - This signed Acknowledgement form must be completed and delivered to Campus Safety prior to the employee driving an unlicensed off-road vehicle
- Drivers must have a valid New York or approved out of state drivers’ licenses with a safe driving history, and updated drivers’ authorization on file with Campus Safety, in compliance with the Nazareth Motor Vehicle Policy on operator’s points
- Departments shall coordinate with Campus Safety to provide appropriate hands-on training prior to an employee driving an unlicensed off-road vehicle
- Supervisors are responsible for arranging for timely maintenance and repair of any operational concerns reported to them by drivers. If the unlicensed off-road vehicle cannot be operated

safely without repairs taking place, the unlicensed off-road vehicle will be taken out of service until the repairs are completed

- Department will implement procedures for proper signage/identification and control of unlicensed off-road vehicle registered to such department. Procedures may include the use of temporary signs and key “sign-out-logs” for the unlicensed off-road vehicle.

#### Rental of Unlicensed Off-road Vehicles:

Any department renting or using an unlicensed off-road vehicle must follow this policy. Any unlicensed off-road vehicles including golf carts and utility vehicle not owned by Nazareth is considered to be a rental vehicle.

- All golf cart rentals shall be reported to Campus Safety **at least** one (1) week prior to any event
- The department renting the unlicensed off-road vehicle is liable for all costs for and any damages done to the rental vehicles
- Appendix A lists the departmental responsibilities in support of rental golf carts and an approved golf cart rental vendor list.

#### **06. Accident Reporting Process:**

All accidents involving an unlicensed off-road vehicle will be reported immediately to the supervisor of the department to which the vehicle is assigned and to Campus Safety regardless of whether property damage or personal injury occurred. The Campus Safety staff will investigate the incident. Upon completion of the investigation appropriate corrective actions will be taken by the college.

*Policy Current as of: February 1, 2019*

## **APPENDICES**

**APPENDIX A** Rental Golf Cart Responsibilities

**APPENDIX B** Unlicensed Off-Road Vehicle Policy and Procedures Acknowledgement Form

**APPENDIX C** Unlicensed Off-Road Vehicle Route Map

**APPENDIX A**  
**Rental Golf Cart Responsibilities**

Purposes for golf cart rental:

- For events/tours of campus
- For transporting passengers

The department renting and operating golf carts are responsible for:

- Ordering of golf carts
- Ensuring vendor contract reviewed by the Controller's Office.
- Obtaining a proof of insurance coverage from the vendor
- At least (1) week prior to any event, informing Campus Safety with:
  - Event name and date
  - Purpose of rented carts
  - List of drivers for rented carts – must be cleared by Campus Safety as authorized operators prior to the event
  - Rented cart's delivery and return schedule and location
- Ensuring each driver meets qualifications and training requirements
- Reporting all problems or damages caused to and by golf cart use
- Ensuring compliance with the Unlicensed Off-road Vehicle Policy & Procedures
- Ensuring rented carts only be driven on areas where regular vehicular traffic is allowed (i.e. campus roads and parking lots) and the four special use areas defined on the map in appendix C. Use on other areas must be pre-approved through Campus Safety.
- Properly parking and securing the golf cart and keys when not in use

Campus Safety is responsible for:

- Providing opportunities to become an approved off-road vehicle driver
- Maintaining the master list of approved off-road vehicles drivers
- Coordinating with renting department to provide hands-on training is provided
- Approving the use plan for the off-road vehicles including the hours of operation, operating locations, and approved drivers.

Approved golf cart rental vendor list

- Nuttall Golf Cars
  - Sodus, NY
  - 315-483-0760
  - <https://www.thegolfcartstore.com/>
- Five Star Golf Cars and Utility Vehicles
  - Avon, NY
  - 585-748-7234
  - <https://fivestargolfcars.com/>
- L.D. Stevens Golf Carts
  - Byron, NY
  - 585-548-7365
  - <http://www.ldstevensgolfcarts.com/>
- New Penn Golf Cart
  - Corfu, NY
  - 585-269-9490
- Additional vender must be approved through the Controller's Office.

**APPENDIX B**  
**Unlicensed Off-Road Vehicle Policy and Procedures Acknowledgement Form**

**Driver Name (print):** \_\_\_\_\_

**Department:** \_\_\_\_\_

*If operating a golf cart for a specific event:*

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

By signing below, I acknowledge that:

- I have read and understand the Unlicensed Off-road Vehicle Policy and Procedures.
- My supervisor has instructed me on the proper use of operation of the unlicensed off-road vehicle.
- I understand the hazards associated with driving an unlicensed off-road vehicle and agree to abide by the policy and procedures.
- I have been provided with the opportunity to ask questions related to the policy and procedures.
- I understand that any damages incurred to the unlicensed off-road vehicle, by my sole act of negligence, are my responsibility.
- Any damages or fees resulting from misuse by employees will be the department's responsibility.
- I am an authorized driver of the unlicensed off-road vehicle by Campus Safety.

Obligation to Report an Accident

- I understand that all accidents involving an unlicensed off-road vehicle need to be reported immediately to the supervisor of the department to which the unlicensed off-road vehicle is registered and to Campus Safety (585-389-2850), regardless of whether property damage or personal injury occurred.

**Employee Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

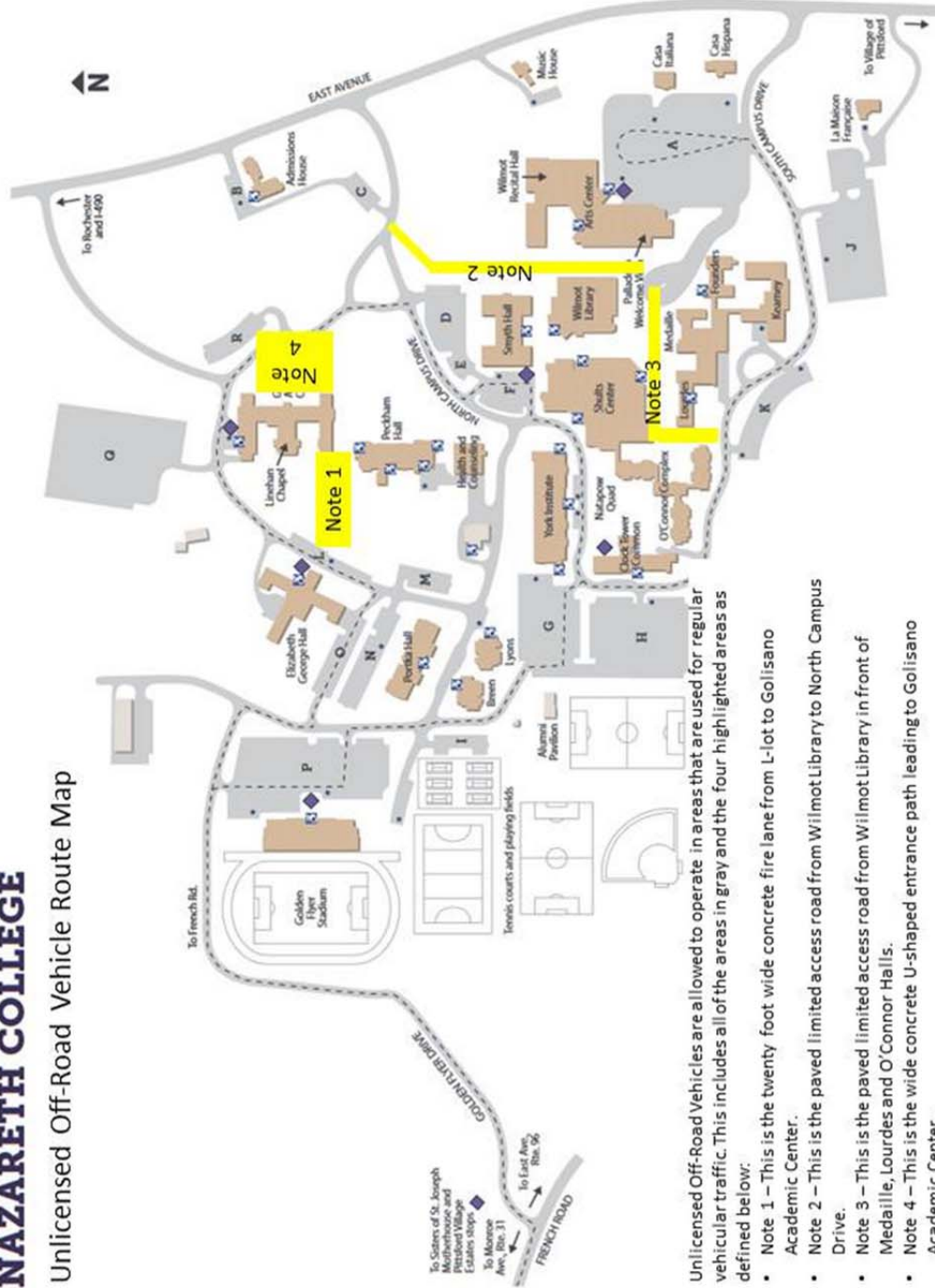


## APPENDIX C

### Unlicensed Off-Road Vehicle Route Map

# NAZARETH COLLEGE

## Unlicensed Off-Road Vehicle Route Map



Unlicensed Off-Road Vehicles are allowed to operate in areas that are used for regular vehicular traffic. This includes all of the areas in gray and the four highlighted areas as defined below:

- Note 1 – This is the twenty foot wide concrete fire lane from L-lot to Golisano Academic Center.
- Note 2 – This is the paved limited access road from Wilmot Library to North Campus Drive.
- Note 3 – This is the paved limited access road from Wilmot Library in front of Medaille, Lourdes and O'Connor Halls.
- Note 4 – This is the wide concrete U-shaped entrance path leading to Golisano Academic Center.
- All other operating locations (including sidewalks) must be approved by Campus Safety