

Policy Procedures

This procedure, accompanying and in support of University Policy number ADM-0178 "Operation of University and Auxiliary Vehicles on Inner Campus Pathways," details the rules and guidelines under which vehicles can be operated on the inner campus pathways.

Authority

Office of the Chancellor, *Use of University and Private Vehicles Guidelines*, July 2012, at http://www.calstate.edu/risk_management/documents/VehicleUseGuideBook.pdf

Definitions

- *Bike paths* – In 2014 the campus instituted new rules for bicycle use on the campus. Bicycle use on campus is restricted to marked (green line) routes, with all other areas within the roadway boundaries of the main campus being off limits to bicycle traffic.
- *Inner campus pathways* - The main campus of the University is bounded by the circular roadway system consisting of State University Drive on the east, College Town Drive on the south and west, and Arboretum Way on the north. Inner campus pathways are those pathways, sidewalks and other non-street, improved surfaces that comprise the pedestrian and vehicular arteries within the campus. The non-street pathways within the student housing complex, the Arboretum, and the Napa-Modoc Hall complex shall be treated as inner campus pathways as defined herein.
- *On-campus vehicles (also University vehicles)* – All vehicles which are the property of or associated with the University and campus, including auxiliary vehicles and vehicles owned and operated by contractors currently authorized to work on the campus. This policy does not apply to general delivery vehicles such as USPS and FedEx, which make deliveries to buildings using the inner campus pathways.

Credentialing

For University and contractor operators, authorization to operate a vehicle on campus requires that the prospective operator submit to Risk Management a *New Driver Authorization Packet* found at <http://www.csus.edu/aba/Risk-Management/driving-on-university-business.html>. By submitting the completed forms found in the packet, the new driver gains authorization to drive on University business, including the operation of a vehicle on the inner campus pathways if so required by his/her job description. As shown in the packet, a vehicle operator must possess a current California driver's license and agree to participate in the DMV employer program that allows employers to evaluate the driving records of proposed vehicle operators. If DMV data indicate a record of poor driving and/or a history of at-fault accidents, Risk Management, in conference with the driver's manager, will determine if vehicle operation is permitted. Students are not permitted to operate vehicles for the University unless they are registered as University Volunteers in addition to the required credentialing described herein.

Training

Authorization to operate an electric- or gasoline-powered vehicle on the inner campus pathways requires that the operator be trained for such operation. Training includes the following:

- Review of this policy and procedure, with the operator's signature attesting to his/her having read these documents, and
- Completion of the online Cart Safety Training module, which can be accessed through the campus learning management system.

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The training shall be completed as determined by the Office of Environmental Health and Safety. Campus Auxiliary organizations shall be responsible for the training of their vehicle operators to the same standard as required by the University

Vehicle identification and the “How is my driving?” program

All vehicles operated on inner campus pathways shall be identified by one or two “How is my driving?” sticker(s) issued by the Office of Risk Management. It is the responsibility of the department owning the vehicle to arrange for Risk Management to affix a sticker thereon. Each sticker bears a unique number. The purpose of the sticker is to give pedestrians a way to identify a vehicle and a see the phone number – which connects the caller with Risk Management – to report poor or dangerous vehicle operation.

Individuals who, without authorization, remove stickers from vehicles are in violation of this policy. This section applies to contractors who operate their vehicles on campus.

Pedestrians

Pedestrians have the right-of-way on inner campus pathways at all times.

Consideration for pedestrians with visual impairments

Consideration for all pedestrians, including persons who are blind or have low vision, shall be given when parking a vehicle on campus. When navigating on campus, persons who are blind or have low vision tactilely or visually use the raised yellow guide strips, the painted yellow stripes, curbs, and the edge of the pathway and landscaping as a wayfinding guidance system. Vehicles shall not be parked on or within three feet of the yellow guide strips to ensure that persons who are blind or have low vision have full access to this wayfinding system. Whenever possible, vehicles shall be parked entirely off the pathways and at least eighteen inches away from the edge of the pathway.

Parking questions and issues may be brought up by any party by informing the Office of Risk Management, who will confer with Services to Students with Disabilities, Facilities, the Office of Environmental Health and Safety, University Transportation and Parking Services, and Public Safety as circumstances warrant.

Passengers

Consideration should be given to the safety of passengers who are riding in the vehicle. Passengers should wear seatbelts when available, and the vehicle should avoid sudden or abrupt turns.

Route selection

Vehicle operations on the inner campus pathways shall be minimized. Driving routes shall be determined based on the least impact to pedestrian traffic, keeping in mind that certain times of the day see heavier pedestrian traffic. Routes heavily used by pedestrians, especially during periods of class change, shall be avoided if at all possible. Operators shall plan their routes to maximize the use of streets – if the vehicle is street-legal – and routes approved for bicycles while minimizing travel on the inner campus pathways (the bicycle-free areas). It is the vehicle operator's responsibility to see blind corners and anticipate the possibility of a pedestrian appearing from a blind corner at any moment.

Vehicle speed

No vehicle may be operated on the inner campus pathways at speeds greater than conditions safely permit, generally considered to be no faster than in excess of 12 miles per hour or approximately three times the walking speed of pedestrians. As most small vehicles

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do not have speedometers, the operator shall estimate 12 mph or less. If pedestrians are present in the immediate area of vehicle travel, vehicle speed shall automatically fall to 5 mph, or slightly faster than average walking speed. When approaching and passing a pedestrian from behind, the vehicle may exceed pedestrian's speed by not more than 1 mph (slightly faster than the pedestrian is walking) until the vehicle is past the pedestrian. When approaching a pedestrian from behind, vehicle operator is to bear in mind that the pedestrian has the right to walk any direction at any time.

Accidents

Any incident, accident or collision that results in injuries to the driver or another person, or damage to any property, including the vehicle being driven, shall be reported promptly. Injuries to any person shall be reported to campus Police at 9-1-1 or 916-278-6000. Collisions that result in property damage only shall be reported promptly to Risk Management at 278-6456/7233. In either case a Sacramento State Incident/Accident Report (http://www.csus.edu/aba/forms.html#Risk_Management_Services) shall be promptly completed and submitted to Risk Management.

Personal vehicles

Personal vehicles are never authorized on the inner campus pathways except as may be directed by emergency or other authorized administrators.

Auxiliary organization vehicles and drivers

This policy and accompanying procedure are applicable to auxiliary organizations with vehicles that use inner campus pathways. Auxiliary organizations shall credential, train and monitor their vehicle operators to the same standards as shown herein, shall arrange to have their vehicles that operate on inner campus pathways identified (stickered) the same as University vehicles, and shall report incidents to University Police or Risk Management as in the *Accidents* section above.

Contractor vehicles

For purposes of campus construction and operations, contractors may have vehicles that operate on the inner campus pathways. This policy and procedure apply to campus contractors with the exception of the DMV employer program. Contractor vehicles that are kept on the campus for continuous operations shall bear the green identification stickers, and the operators thereof are responsible to operate the vehicle in accordance with this procedure.

Exemptions

Police and other emergency vehicles are exempt from the requirements of this policy to the extent that operations require.