

## ***Non-licensed vehicle operation & safety guidelines***

---

Here are the safety guidelines when operating a non-licensed vehicle:

1. Supervisors that authorize staff (including student staff) to drive these vehicles are responsible to train them on operation and safety.
2. Always yield to pedestrians.
3. Vehicle speed should not exceed that of the flow of pedestrians.
4. Only authorized people should drive the vehicle, from the driver's side only, and only in designated areas.
5. Do not allow more than two people to ride in the vehicle's front seat.
6. No passenger shall be permitted to ride in the vehicle box (or bed).
7. Do not operate the vehicle while under the influence of alcohol or drugs; their effect on vision and judgment makes operating this vehicle dangerous.
8. Keep your entire body inside the vehicle, remain seated, and hold on when the car is in motion.
9. Do not start the vehicle until all occupants are seated.
10. Keep your hands on the steering wheel and your eyes on the path ahead.
11. Use extra care in congested areas or when backing up. Always back up slowly and watch carefully.
12. Vehicles are typically smaller than regular licensed vehicles. Be extra cautious and operate defensively in parking lots where visibility may be limited.
13. Avoid starting or stopping abruptly.
14. Vary the speed of the vehicle to match the terrain of the course.
15. Avoid turning the steering wheel too sharply at higher speeds.
16. Always drive slowly straight up or straight down slopes – never at an angle.
17. Stay on paved areas such as sidewalks, crosswalks, internal roads, parking lots and pathways.
18. Do not drive on city streets (like Union, Alder, 11<sup>th</sup> & 18<sup>th</sup>)
19. Watch inside corners when making turns to avoid damage to buildings & landscaping.
20. Plan your route and timing in advance (avoid class breaks).
21. Treat blind corners as an uncontrolled intersection.
22. Do not drink beverages, eat, or smoke cigarettes while operating the vehicle.
23. Do not wear listening devices (headphones, ear buds, etc.) while operating vehicle.
24. Do not use cell phones while driving.
25. Wear seatbelts while driving if present on vehicle.
26. Adjust side and/or rearview mirrors as needed prior to driving if present on vehicle.
27. Remove and secure vehicle key when not in use.
28. Never exit a cart while it is in motion.
29. Do not overload carts with equipment that will cause the cart to become imbalanced.
30. Make sure there are no items on the floor of cart near gas, brake and clutch pedals before or while operating.
31. Inspect the cart for safety prior to each day's use. Pay particular attention to the tire inflation, steering looseness, and any oil or fluid drips on ground underneath parked cart. If safety inspection reveals problems, report it, and take the cart out of service.
32. Park carts on hard, covered surfaces such as asphalt and concrete. Never park in heavily traveled pedestrian areas. Do not block fire lanes, entrances to buildings, stairways, disability ramps, main thoroughfares, or fire suppression equipment.

Revised 6-13-21 Facilities Services.

Supervisor Name: \_\_\_\_\_ **\*To be signed after power point training is complete, hands on training (if applicable), and any applicable video training**

Date of Training: \_\_\_\_\_

Signed Trainee Name: \_\_\_\_\_ Area: \_\_\_\_\_

Printed Trainee Name: \_\_\_\_\_