

## **UNIVERSITY ELECTRIC SERVICE VEHICLE POLICY**

### **PURPOSE**

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

### **PROCEDURAL REGULATIONS**

#### Authorized Use

1. All drivers must be authorized to drive university vehicles. Faculty, staff and student workers must possess a valid California Driver's License before they can be authorized to drive university owned vehicles. The individual's name must be on the Authorized Drivers list maintained by Transportation Services. Additionally, all rules related to 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 24 hours.
2. All drivers must be 18 years of age.
3. 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 only) 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.
4. 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

5. According to the motor vehicle code, it is illegal for electric service vehicles to use sidewalks along public streets. Again, electric service vehicles are not to be used 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 limit of 25 mph or less.
6. Campus sidewalks have been designed for pedestrians, not electric service vehicles. As a result, electric service vehicles should never go faster than the surrounding foot traffic. (Surrounding foot traffic shall be defined as pedestrians within 10 feet of the vehicle.)

7. Electric service vehicles shall not drive faster than the posted speed limit while on university owned or operated property. The posted speed limit is 10 m.p.h. in parking lots and fire lanes, and 5 m.p.h. in parking structures.
8. Pedestrians on the sidewalk ALWAYS have the right of way. Electric service vehicles should not block the path nor limit pedestrian access on walkways.
9. Electric service vehicles shall not be parked in fire lanes (whether painted red or designated as such on the campus map) and shall not obstruct fire department connections, fire protection control valves or equipment. Electric service vehicles are not to be parked in areas that would obstruct egress from building exits nor in the direct path of discharge from a building exit. If parked, there should be at least four feet of unobstructed hardscape on one side of the electric service vehicle.
10. Please refer to the attached map for designated electric service vehicle parking zones.

### Safety

11. Seat belts shall be worn at all times by all occupants while the electric service vehicle is in operation.
12. Tobacco products and food are not permitted in electric service vehicles. Portable water may be transported.
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 the landscaping with the electric service vehicle should be avoided when possible.
15. Electric service vehicles are designed to carry a maximum number of passengers. They should not be overloaded and carry more passengers than seatbelts provided. Do not overload the recommended carrying or load capacity.
16. Electric service vehicles that are older models (Taylor Dunn) and that do not have operating seatbelts, should not be driven on any City street.
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. The electric service vehicle is to be secured at all times when not occupied. Keys should not be left in the ignition.
19. The use of cell phones or personal listening devices while driving is prohibited.
20. The university prohibition of alcoholic beverages, firearms or illegal drugs on campus also extends to the operation electric service vehicles. 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 over-the-counter drugs. Intentional misuse or negligence in taking these drugs while operating an electric service vehicle is also grounds for immediate termination.

21. Drivers must obey all local and state traffic rules, laws and regulations at all times. Chapman University will not be responsible for any moving violations or parking citations received by the driver.

#### Electric Service Vehicle Requirements

22. All vehicle purchases must be approved by Director/Manager of the Department, using budgeted funds, and approved by the Office of the Executive Vice President.
23. The Risk Management office must receive notification on each new purchase of electric service vehicle. Information required consists of department name; operator name (if applicable); vehicle name, type/model and year; vehicle identification number, purchase price and the license plate number. Please complete the form found at this [link](#) so that insurance can be procured.
24. Any transfers or disposals of the electric service vehicles between or from departments must receive approval first from the Department supervisor. Transportation Services, Financial Services, and Risk Management should also be notified of such action accordingly. Please complete the form found at this [link](#) so that insurance can be appropriately adjusted.
25. All electric service vehicles must be licensed before being used on City streets.
26. Copies of the electric service vehicle registration and insurance card should be maintained inside the vehicle at all times.
27. All university-owned electric service vehicles must have an official Chapman University identification bearing the department's name clearly visible 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 within the vehicle.
30. Electric service vehicles reflect upon the University when driven in the Orange community. At a minimum of once per month, vehicles should be washed and always promote a professional and clean appearance.
31. Electric service vehicles shall not be modified in any manner that affects the recommended mode

of operation, speed or safety of the vehicle.

- 32. All electric service vehicles should be scheduled for regular and preventive maintenance. Mechanical problems should be reported in a timely manner, but no later than the end of the day the problem occurred.
- 33. Electric service vehicles should be re-charged at locations designated for such use.

Reporting Damage or an Accident

- 34. Immediately report all electric service vehicle accidents, damage or theft to your Department supervisor, Public Safety and Risk Management.
- 35. If any parties are injured, summon 911 immediately, and notify Risk Management as soon as possible. If any of the injured parties are employees, Human Resources must be notified as well.
- 36. In accordance with campus policies, complete the vehicle accident/loss report.

Enforcement

- 37. The Risk Management and Transportation Services Office (within the Public Safety Department) shall administer the Electric Service Vehicle Policy.
- 38. Transportation Services shall ensure that each individual who has been assigned to operate an electric service vehicle is an authorized driver and is provided with a copy of this policy.
- 39. Transportation Services shall obtain and maintain on file an acknowledgement from each approved ESV operator, acknowledging their understanding and agreement of the Electric Service Vehicle Policy.
- 40. The safe operation of university-owned electric service vehicles is paramount. Failure to follow this policy, render appropriate driving practices or courtesies, or follow rules of the road, will result in disciplinary action and suspension or termination of eligibility to operate a university-owned electric service vehicle.

**Policy Acknowledgement**

I have read, understand and agree to adhere to the aforementioned regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name