



# Facilities and Operations **POLICY**

Applies to:	<b>Marshall University Facilities and Operations</b>
Title:	<b>Vehicle Operations</b>
Number:	<b>MU-FO-02.06</b>
Effective Date:	06/09/2023
Last Revision Date:	07/01/2020

**PURPOSE:** To document policies associated with operating university owned or leased vehicles.

**SCOPE:** This procedure applies to all Facilities and Operations employees.

**REFERENCES:** N/A

**DISCUSSION:** It is important for all personnel to understand expectations for operation of motor vehicles and UTV's/Carts both on and off campus at Marshall University.

**PROCEDURE / POLICY:**

**Licensing:**

- Vehicles are to be operated by properly licensed people only. Any change in the status of your operator's license is to be immediately reported to your immediate supervisor.
- Only people who are certified can operate forklifts, scissor lifts, and other vehicles.

**General:**

- Vehicles are to be operated in accordance with the laws of the State of West Virginia, Ordinances of the City of Huntington, WV, and the rules of Marshall University.
- Seatbelts must be properly worn if the vehicle was equipped with them from the factory. Wear the provided number of seatbelts in a vehicle that establishes the maximum number of passengers.
- The University is a tobacco free campus. The use of any tobacco is prohibited in any University owned or leased vehicle.
- All vehicles are to be used only for their intended purpose.
- Vehicles are to be used only for official Marshall University business.
- Before using a vehicle or piece of equipment, operators should inspect it for any obvious signs of damage, leaks, or other maintenance problems. Issues/concerns should be brought to your immediate supervisor before use.

**Parking/Backing:**

- To prevent collisions from parking and backing operations, consider the use of observers to guide the driver, to help avoid backing into traffic while backing up, or walking around the vehicle. Prior to the backing area, and all other sides of the vehicle, be cautious of overhead obstructions, and observing other drivers in crowded parking lots.



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### **Accidents:**

- All accidents resulting in injury or damage to property are to be reported to your immediate supervisor and Marshall University Police Department as soon as possible following the collision.

### **Cell Phones/ Two-way Radios:**

- People operating vehicles or equipment are not to use two-way radios or cellphones while driving or operating equipment.

### **Vehicle operations on campus:**

Motor Vehicles: At times, the Facilities and Operations has no choice but to operate motor vehicles on campus when picking up or delivering heavy or bulky items, project materials, etc. Although personnel have no choice at times to operate motor vehicles on campus, personnel should not be operating motor vehicles on campus for “convenience” purposes. Facilities and Operations vehicles are not to park or drive on the Marshall University campus (in the grass, on the sidewalks, etc) unless absolutely necessary. Facilities and Operations vehicles should remain on hard surface driving areas when possible. When project materials must be delivered to sites on campus, once delivered, motor vehicles should be removed from campus and avoid parking on campus (grass, sidewalks, etc) if possible.

UTV’s, Carts, etc. UTV’s, Carts, etc. are approved to operate on campus. These means of transportation should remain on hard surfaces when possible (sidewalks, pavers, etc). **Extreme caution must be used due to pedestrian interaction.** Please operate UTV’s/Carts, etc. under the following procedures when possible:

- The preferred route of transportation on campus is the center campus sidewalk (between Rec Center and Drinko Library) due to the width of the sidewalk.
- Avoid driving on the 3<sup>rd</sup> avenue sidewalk due to the narrow width of the sidewalk.
- In the event that pedestrian traffic is too high, or you have safety concerns regarding parking on the sidewalk, please park in the grass until pedestrian traffic has reduced and you can safely resume driving on the sidewalk.
- When parking UTV’s/Carts, etc. at destinations, please park on hard surfaces (where available) outside of pedestrian pathways. When hard surfaces outside of pedestrian pathways are not available, parking on the grass is acceptable.
- Please avoid “cutting corners” when driving on sidewalks to prevent the unsightly appearance of matted down grass, impacted dirt/mud, etc.
- UTV’s/Carts, etc. are not to be driven or parked on the Memorial Student Center Plaza.
- UTV’s/Carts, vehicles, etc. may be driven only on the ramp on the north side of Henderson Center. However, they are not to be driven or parked on the E-level deck.

### **REVISION HISTORY:**

- 07/01/20 – Initial Revision
- 06/09/23 - Regarding tobacco use in university vehicles