

OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY
5255 Hampton Blvd. • Spong Hall, Suite 2501 • Norfolk, Virginia 23529
Phone: (757) 684-495 • Fax: (757) 688-025

Occupational Safety & Health • Environmental Health • Laboratory Safety • Industrial
Hygiene • Radiation Safety • Hazardous Waste

I. Introduction:

The proper operation of unlicensed electric or gas powered vehicles (golf carts and gators) is required of all

- H. Drive vehicles at safe speeds, particularly in areas with high pedestrian traffic. Safe speed implies a speed which always ensures safety and comfort with regard to pedestrians. Vehicles should be operated at speeds only slightly faster than walking speed when in the vicinity of pedestrians.
- I. Operators shall not wear ear buds, headphones, or use cell phones or other means of communication while driving.
- J. All unlicensed vehicles shall display a slow moving vehicle triangle on the rear of the vehicle.
- K. Vehicles operated between sunset and sunrise must have all installed lights working and turned on and the slow moving placard installed at the rear of vehicle.
- L. Charging of electric and fueling of gas powered golf carts shall be done in a well-ventilated area away from any ignition source.
- M. Pedestrians ALWAYS have the right of way on campus sidewalks.
- N. Unlicensed vehicles shall not be parked in reserved parking spaces, areas that restrict access to emergency equipment, on sidewalks, or near exit points of buildings.
- O. Hand signals must be used to indicate turns if directional signals are not installed.
- P. Golf Carts (or any other vehicle) shall not be driven through the Koch Hall Breezeway, shall not be parked anywhere near the front of Broderick Dining Commons (use the loading dock area in rear), and shall not be operated on or parked on any city owned sidewalks (all sidewalks along city streets).
- Q. Vehicles must be secured against theft at the end of working hours and on weekends.
- R. Do not leave keys in unattended vehicles.
- S. No standing in any unlicensed vehicle.
- T. Avoid driving in close proximity to individuals with physical disabilities.

IV. Responsibilities:

Environmental Health and Safety-

- Provide classroom training and written test for affected employees
- Provide practical driving test as necessary
- Provide for periodic review of program

Department Supervisor -

- Ensure that all affected employees attend the required training
- Provide for annual maintenance of unlicensed vehicles

Employee Operators

- Attend the Unlicensed Vehicle Safety training
- Pass the written test and driving test if necessary
- Operate unlicensed vehicles according to the policies set forth in this plan

Maintenance Personnel -

- Provide necessary maintenance to unlicensed vehicles per manufacturer's specifications

V. Training

Unlicensed vehicle safety trainings shall include, but not be limited to, the following information:

- The policies contained in this program.
- Responsibilities of those involved in the program.