

HVERFORD COLLEGE

ATHLETIC DEPARTMENT

FLEET OPERATIONS SAFETY POLICY

July 1, 2008

Haverford College Athletic Department Fleet Operations Safety Policy

Written and Maintained by the Office of Safety and Security & the Athletic Department
Effective: July 1, 2008

Table Of Contents

- I.** Purpose
- II.** Driver Qualifications
- III.** Personal Vehicle Usage
- IV.** Fleet Operations
- V.** Accidents / Breakdowns / Traffic Violations
- VI.** Vehicle Maintenance
- VII.** Air Travel
- VIII.** Transportation of Minors
- IX.** Vehicle Usage Procedure
- X.** Contact Information

Addendums:

- #1)** Authorization for Obtaining Motor Vehicle Records – Employees
- #2)** Authorization for Obtaining Motor Vehicle Records – Students
- #3)** Athletic Department Transportation Driver’s Safety Training Record
- #4)** Acknowledgement and Consent / Agreement of the Fleet Policy – All Drivers
- #5)** Personal Vehicle Use – Employees Only
- #6)** Waiver – Transportation of Minors
- #7)** Motor Vehicle Record Review Policy
- #8)** Golf Cart Policy

I. Purpose:

Haverford College has instituted the following policies to ensure the safety of our students and staff during the operation of athletic department motor vehicles. This policy applies to all drivers of athletic vehicles, including Haverford College owned vehicles, leased vehicles, rented vehicles, and personal vehicles, used to transport students for Haverford College business.

Haverford College reserves the right to suspend an employee's/student's privilege to operate a vehicle owned, leased, or rented by Haverford College when this policy is violated.

II. Driver Qualifications:

- A. Any person operating a vehicle owned, leased, or rented by Haverford College must be insurable and hold a current, valid U.S.A. driver's license. **If his/her driver's license is revoked or suspended for any reason, he/she must immediately contact the Athletic Director and the Office of Safety and Security.** Foreign, "probationary", "court-restricted", and "junior" driver's licenses will not be accepted.
- B. Individuals must be at least 18 years of age and are required to have had their license for two years in order to drive on behalf of Haverford College. **Freshmen are not allowed to drive Haverford College Athletic vans.** (Note: If a rental or leased vehicle will be used, compliance with that Agency's age requirements is required)
- C. Motor Vehicle Record (MVR) verifications will be required.
- D. To promote employee safety and to mitigate the high risks and costs associated with the operation of an institution vehicle, MVR verifications will be performed on a pre-employment and annual basis for each employee assigned an institution vehicle, authorized drivers, and drivers who routinely use their personal vehicle to transport student athletes for institution business. Verifications will also be performed before a current employee is assigned an institution vehicle and may also be requested on a post-accident basis at the discretion of the College. These checks will produce a history of traffic violations and will help ensure that safe and responsible employees are operating Haverford College vehicles. Employees with multiple moving violations and/or at-fault accidents will be subject to progressive corrective action including counseling, mandatory participation in a driver training program, and loss of the right to operate an institution vehicle. The loss and/or suspension of an employee's driver's license, where driving is an essential function of the job, may result in disciplinary action up to and including termination of employment.
- E. To ensure safety of our students and to mitigate the high risks and costs associated with the operation of an institution vehicle, MVR verifications will be performed annually for all student drivers. These checks will produce a history of traffic violations and will help ensure that safe and responsible students are operating institution vehicles. Students with multiple moving violations and/or at-fault accidents will not be approved to drive an institution vehicle.
- F. All drivers who operate a vehicle owned, leased, or rented by Haverford College will be required to complete and sign the document entitled "*Authorization for Obtaining Motor Vehicle Record – Employee*" or "*Authorization for Obtaining Motor Vehicle Record – Student*".

- G. Please refer to the “*Motor Vehicle Record Review Policy*” section of this policy for detailed standards regarding judgment of driving history and any actions required.
- H. Driver safety training and driver observation is required depending on your driving status at this institution.
- I. Operators of Athletic vehicles must complete an online Driver’s Safety Training Program: <http://www.haverford.edu/security/HaverfordDriverSafety/player.html> The last option on the presentation asks if the user wants to email or print out the results. **DO NOT USE THE EMAIL OPTION.** Please print out the results, add your signature under the printed box, and send the results to Human Resources. The Office of Human Resources will maintain a list of those who successfully complete the on line training program. The Athletic Department will also maintain a current list of operators who have successfully completed the training program.
- J. Routine Driver, Employed: Training may be provided through our online safety training program: <http://www.haverford.edu/security/HaverfordDriverSafety/player.html> The last option on the presentation asks if the user wants to email or print out the results. **DO NOT USE THE EMAIL OPTION.** Please print out the results, add your signature under the printed box, and send the results to Human Resources.
- K. Occasional Driver, Employed: Training may be provided through our online safety training Program: <http://www.haverford.edu/security/HaverfordDriverSafety/player.html> The last option on the presentation asks if the user wants to email or print out the results. **DO NOT USE THE EMAIL OPTION.** Please print out the results, add your signature under the printed box, and send the results to Human Resources.
- L. Student Driver: Online safety training program: <http://www.haverford.edu/security/HaverfordDriverSafety/player.html> The last option on the presentation asks if the user wants to email or print out the results. **DO NOT USE THE EMAIL OPTION.** Please print out the results, add your signature under the printed box, and send the results to Human Resources. Mandatory attendance at a Driver Safety Orientation offered by the Department of Athletics. Must demonstrate driving abilities through a road observation given through the Department of Athletics.
- M. Individuals who are assigned or authorized to use an institution vehicle must complete and sign the document entitled “*Acknowledgement and Consent Agreement of the Fleet Policy*”.

III. Personal Vehicle Usage:

- A. Prior to using a personal vehicle to transport students on behalf of Haverford College, an employee must:
- * Have a valid U.S.A. driver’s license.
 - * Provide proof of liability insurance—Recommended limits: \$100,000/\$300,000/\$50,000. The institution does not carry insurance on and assumes no responsibility for any damage to an employee’s personal vehicle, even when it is used on behalf of the institution. It is the employee’s responsibility to carry such insurance coverage.

- * Obtain advance approval from the Athletic Director.
- * An employee must complete and sign the document entitled “*Personal Vehicle Use on behalf of the Institution*”.
- * Personal Vehicle usage is subject to the same restrictions as athletic vans.

IV. Fleet Operations:

- A. The institution’s liability insurance protects both the institution and an authorized driver against damages resulting from bodily injury and/or property damage occasioned by the authorized use of an institution vehicle.
- B. Haverford College Athletic vehicles are intended for use only in the conduct of institutional business or for approved institutional activities. **Haverford College Athletic vehicles are not for personal use.** The institution has insurance for damage occurring to institution vehicles. If an accident occurs while the individual is not driving on behalf of the institution, the individual will pay the applicable deductible. **Any individual using an HC Athletic vehicle for personal use will lose driving privileges.**
- C. Athletic van keys, inspection forms and accident kits will be obtained from and returned to the Athletic Department Executive/Administrative Assistants. In the event the van returns after normal Athletic Department operating hours, the van keys, inspection forms and accident kits will be returned to The Safety and Security Department Dispatch Center.
- D. Athletic vans may not be driven to any event that is more than 50 miles one way determined by Microsoft MapPoint: www.mappoint.msn.com as is the NCAA model
- E. **Updated Athletic Team Cut Sheets must be submitted to the Athletic Department prior to departure.** These are to be placed in the holder inside the ice machine room by the training room. In the event of an emergency, these sheets will be used to track all athletes so accuracy is of the utmost importance.
- F. Request for the use of Athletic vans must be made at least 24 hours prior to the trip.
- G. Athletic vans will not tow trailers for any type of event or while traveling.
- H. The Athletic Department will maintain photocopies of current driver’s licenses and insurance.
- I. Employees and students are responsible for safe and responsible driving and are expected to obey all motor vehicle regulations, follow traffic laws, posted speed limits, practice defensive driving, wear seat belts, and avoid any activity that has the potential to divert attention from driving safely.
- J. No athletic vehicle may be operated by anyone under the influence of illegal drugs or alcohol. Employees are subject to disciplinary action up to and including termination for their conduct and actions while alcohol or drug impaired. Employees may not take prescription drugs or “over the counter drugs” that may cause drowsiness 24 hours before operating a College vehicle.
- K. Athletic vehicles cannot exceed the recommended load capacity of the vehicle for both number of passengers and weight of cargo.

- L. Drivers have the right to refuse transport of a passenger who is unable or unwilling to control behavior. Drivers have the right to refuse transportation of passengers carrying alcoholic beverages.
- M. Passengers may not bring alcoholic beverages (even unopened) on school owned vehicles at anytime.
- N. Haverford College Athletic vehicles must be secured when not occupied and must have contents reasonably safeguarded.
- O. The use of radar detectors (or similar speed enforcement detection) is strictly prohibited.
- P. Drivers are restricted from distracting activities while driving on behalf of Haverford College, including but not limited to use of cell phones, head phones, smoking, eating, checking email, etc.
- Q. Drivers are required to turn off the engine and refrain from smoking while fueling vehicle.
- R. Individuals may not retain keys of an institution vehicle, unless that vehicle has been assigned as a function of employment. No student may retain keys of any institution vehicle. The Athletic Department maintains and controls keys for institution vehicles. Individuals may not copy keys for personal use. All lost or stolen keys must be reported to the Athletic Office immediately upon discovery.
- S. The office of Facilities Management will ensure that institution vehicles are regularly inspected and receive required maintenance. Individuals should also inspect vehicles prior to use and upon return for maintenance needs or concerns. Upon discovery of a vehicle problem, individuals must immediately contact the Athletic Office to determine course of action. Individuals are required to keep the vehicle clean and in good operating condition at all times.

V. Accidents / Breakdowns / Traffic Violations:

- A. All of Haverford College Athletic vehicles contain the following safety equipment: Triangles, First Aid Kits, Flashlight, and Glass Break Tools. These items must remain in the vehicle and may only be used for their intended purpose of emergency situations. Drivers are responsible for reporting missing or damaged items.
- B. All of Haverford College owned athletic vehicles contain accident reporting kits which include: disposable camera, witness statement cards, accident diagram cards, insurance information, who to call in event of an accident, and how to report an accident. The driver is responsible for utilizing this kit in the event of an accident, including taking appropriate photographs, obtaining witness statements, providing insurance information, and reporting the accident to local police and Haverford College Office of Safety and Security in the event of an off campus accident and the Office of Safety and Security in the event of an on campus accident. All accidents must be reported to the Office of Safety and Security immediately. Such reporting is necessary to ensure that all facts of the accident are available should unexpected claims be received at a later date.
- C. In the event of an athletic vehicle breakdown or accident the athletic van driver will contact the Haverford College Safety and Security Dispatcher(610-896-1111) and provide the following information:
 - *Driver's name and call back number
 - *Location and type of incident
 - *If there are injuries to any passengers

*Is the van drivable

- D. All accidents will be reviewed and investigated by the office of Safety and Security in a timely manner.
- E. Accidents investigation will include a root cause analysis and a determination of whether the accident was “preventable” or “non-preventable”.
- F. All accident investigations will include action steps for preventing similar accidents in the future. Actions steps are required to be completed and followed-up on to ensure effectiveness.
- G. Drivers are responsible for reporting receipt of all traffic violations to the Athletic Director and are personally responsible for paying all traffic penalties.

VI. Vehicle Maintenance:

- A. Athletic Vehicles must be in a condition suitable for driving prior to use.
- B. Athletic vans will be maintained within the requirements of the Pennsylvania State Vehicle Inspection requirements and within the requirements set forth by the Haverford College Equipment Mechanic.
- C. All Haverford owned Athletic vehicles must be inspected on a regular basis for both pre-trip and post-trip situations. Drivers must complete the Vehicle Pre-Trip and Post Trip Inspection forms and return them to the Athletic Office with the keys at the completion of all trips.
- D. Drivers are required to report athletic vehicle maintenance issues immediately.
- E. The office of Facilities Management will ensure that all maintenance issues are attended to in a timely manner.
- F. Athletic Vehicles will be removed from the road when required maintenance either affects the safety of the driver and/or passengers, or when the maintenance issue violates laws for vehicle operation.

VII. Air Travel:

- A. Air travel by Haverford College Athletic teams will be by commercial airlines. The use of other types of smaller commercial or charter aircraft must receive prior approval from the Director of Athletics and the Vice President of Finance and Administration. Travel by private single engine plane is prohibited.
- B. Should teams need to travel from hotel/airport locations to event locations, the travel distance by van may be increased to a 150 mile driving radius with permission of the Director of Athletics. Distances exceeding a 150 mile driving radius will require the use of a chartered bus. Rental vans must be obtained from a nationally known rental company. The vans may not exceed 12 passengers and must comply with the other requirements of this Policy.

VIII. Transportation of Minors:

- A. The transportation of students or prospective students under the age of 18 is prohibited without the written permission of the student's or prospective student's parent(s) or legal guardian. A parent must complete and sign *The Waiver and Release of Liability – Transportation of Minors* document. They may be transported only in Haverford College athletic vehicles. The parent or legal guardian may add a note to the waiver stating the minor can be transported to/from the Haverford Train Station (less than 1 mile from campus) in a personal vehicle driven by a college employee.

IX. Vehicle Usage Procedure

- A. Contact Jamie Gluck to complete paper work necessary to gain authorization to operate a Haverford College vehicle.
- B. Contact Bonnie McAllister to determine availability of and reserve the vehicle(s).
- C. Pick up van keys in the Athletic Office unless another procedure has been pre-arranged by Bonnie.
- D. Upon arrival in the athletic office:
- Check van schedule for assigned van.
 - Take *Pre-Trip and Post-Trip Inspection Form* – form must be filled out completely and returned with key.
 - Take an emergency kit.

X. Contact Information Regarding Fleet Operations:

Emergency: 610 – 896 - 1111

Accidents: 610 – 896 - 1111

Bad Weather: 610 – 896 – 1120 (before 5:00 pm M-F)
610 – 896 – 1111(after 5:00 pm M-F and weekends)

Jamie Gluck – Transportation Coordinator – jgluck@haverford.edu 610-896-1307

Bonnie McAllister – Transportation Scheduler – bmcallis@haverford.edu 610-896-1120

*****Under emergency or extenuating circumstances, employees and students may deviate from the Athletic Transportation Policy with written and/or verbal consent from the following individuals in the order listed:**

Athletic Director: Wendy Smith
Senior Woman Administrator: Ann Koger
Dean of the College: Greg Kannerstein
Vice President of the College: Dick Wynn.



Instruction Sheet for
Motor Vehicle Report Authorization Release and
Driver's Safety Presentation

1. Your supervisor will give you a MVR Authorization Release which you should complete and mail or deliver to the Human Resources Office in Stokes Hall, along with a copy of your current driver's license.
2. You should take the Driver's Safety Presentation. This is a seven-minute presentation that can be taken online at any available computer. The website address is <http://www.haverford.edu/security/HaverfordDriverSafety/player.html>
3. At the end of the Presentation, you should complete the information: name, department, and employee ID number (this number can be found on your Haverford ID card or you can call Human Resources at 610-896-1219 to obtain your ID before you start the Presentation).
4. You will also be asked if you want to email or print out the results. Please print out the results, add your signature under the printed box, and send the results to the Human Resources Office. Do not use the email option.
5. You will be notified, within ten business days of handing in both the Authorized Release and the Driver's Safety Presentation Results, if you do not pass the qualifications to drive a College vehicle.

Please feel free to contact Joanne Gullifer at 610-896-1219 or jgullife@haverford.edu if you have any questions.

ADDENDUM #1

All college personnel (including faculty, administrators, and staff) MUST complete this form. Application must be approved in order to operate a College owned, leased, or rented vehicle for the purpose of transporting student athletes on Haverford College Business.



Haverford
**AUTHORIZATION AND RELEASE TO OBTAIN A MOTOR VEHICLE
 REPORT(S) - EMPLOYEE**

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act, and all applicable federal, state, and local laws, I hereby authorize and permit Haverford College to obtain a copy of my Motor Vehicle Report (MVR) as part of its review of my application for employment.

I agree that a copy of this authorization has the same effect as an original.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as Haverford College, from liability that might otherwise result from the request for use and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that, under the provisions of the Fair Credit Reporting Act, I may request a copy (after I have provided proper identification) of the MVR from the consumer reporting agency that compiled the report.

This authorization shall remain in effect over the course of my employment with Haverford College, and MVRs may be ordered periodically during the course of this employment.

 (Signature of Applicant/Employee)

 (Date)

***** You are required to notify your department head if your license is suspended or revoked.*****

DRIVER INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Driver's License No.: _____ State: _____ Exp. Date: _____

(A photocopy of the Driver's License must be attached to this authorization.)

Date of Birth: _____ Group Affiliation _____

Please return this form to Human Resources along with a copy of your driver's license and your on line Presentation Form. *** Please send proof of insurance & a copy of your driver's license to Jamie Gluck

ADDENDUM #2

All students who drive Haverford College vehicles MUST complete this form. Authorization must be approved in order to operate a College owned, leased, or rented vehicle for the purpose of transporting student athletes on Haverford College business.



AUTHORIZATION AND RELEASE TO OBTAIN A MOTOR VEHICLE REPORT (S) - STUDENT

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act, and all applicable federal, state, and local laws, I hereby authorize and permit Haverford College to obtain a copy of my Motor Vehicle Report (MVR) as part of its review of my authorization to operate a College vehicle.

I agree that a copy of this authorization has the same effect as an original.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as Haverford College, from liability that might otherwise result from the request for use and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that, under the provisions of the Fair Credit Reporting Act, I may request a copy (after I have provided proper identification) of the MVR from the consumer reporting agency that compiled the report.

This authorization shall remain in effect over the course of my matriculation at Haverford College, and MVRs may be ordered periodically during the course of this matriculation.

Student's Signature _____ Date _____

Student's Name: _____ Graduation Year _____

Social Security Number: _____ Date of Birth: _____

Current Address: _____

City/State/Zip Code: _____

Email _____ Cell _____

Driver's License Number/State: _____ Group Affiliation _____

Please return this form to Human Resources along with a copy of your driver's license and your on line Presentation Form. *** Please send proof of insurance & a copy of your driver's license to Jamie Gluck

ADDENDUM #4**Acknowledgement and Consent
Agreement of the Fleet Policy
ALL DRIVERS**

I have read the entire contents of Haverford College's Athletic Department Fleet Operations Safety Policy and agree to comply with all requirements. I have been given an opportunity to ask questions and fully understand the meaning of the policy. Additionally, I understand that I should contact the Transportation Coordinator or the Athletic Director should I have any future questions or concerns. By signing below, I acknowledge having receipt of this policy and consent to agree to abide by the contents.

NAME(printed)_____.

IF HAVERFORD STUDENT, YEAR OF GRADUATION:_____.

SIGNATURE_____.

DATE _____.

EMAIL:_____.

GROUP AFFILIATION:_____.

ADDENDUM #5

**Personal Vehicle Use
On behalf of Haverford College Athletic Department
Employees Only**

Any person using their personal vehicle to transport students on behalf of Haverford College must meet the following criteria:

***Satisfy Haverford College's driver qualification requirements

***Provide a copy of their Declaration Page(front page) of their personal auto insurance.
(Recommended limits of liability of at least \$100,000/\$300,000/\$50,000)

Acknowledgement and Consent Agreement

I have read or had this personal vehicle use policy read to me. I understand that my insurance will be the primary insurance when using a personal vehicle. I understand that I am assuming a higher risk by transporting minors and/or other students. I have had the opportunity to ask questions and fully understand the meaning and intent of this policy. Additionally, I understand I should contact the Athletic Director with any further or future questions regarding the personal vehicle use policy. By signing below, I acknowledge having receipt of this policy and consent to agree to abide by the contents.

NAME(printed)_____.

SIGNATURE_____.

DATE _____.

ADDENDUM #6

Haverford College Fleet Operations Safety Policy Waiver and Release of Liability – Transportation of Minors

I, _____, the parent and/or guardian of _____, understand that my child will be transported in Haverford College owned vehicles, leased vehicles and/or rented vehicles as part of his/her participation in Haverford College Athletics. I understand that such transportation exposes my child to the possibility of serious injury as well as damage to clothes and personal property. I knowingly assume the risk of such property damage and injury, including the possibility of death, in connection with my child's transportation regardless of how such property damage, injury or death might arise, and regardless of who is at fault. There is an understanding of the expectation of safe, legal behavior by the passenger/participant.

I, for myself and my heirs, administrators, successors and assigns, release and discharge Haverford College and its respective employees, representatives and agents, from any liability or claims that might arise from my child's transportation.

I understand that it is my responsibility to obtain any insurance needed to cover personal injury or death and any liability I or my child might incur to other participants during transportation.

I HAVE READ THIS WAIVER AND RELEASE OF LIABILITY, I FULLY UNDERSTAND ITS TERMS, AND I RECOGNIZE THAT I HAVE GIVEN UP RIGHTS BY SIGNING IT, IN CONSIDERATION OF MY CHILD BEING PERMITTED TO TRAVEL FOR HAVERFORD COLLEGE ATHLETIC EVENTS. I SIGN IT FREELY, VOLUNTARILY AND WITHOUT ANY INDUCEMENT.

I, _____, am the parent or guardian of _____ and I am authorized to act on his/her behalf. I have read the above and fully understand it and with my signature, I consent to the above.

Signature: _____

Print Name: _____

Address: _____

City, State and Zip Code: _____

Telephone Number (home): _____

Telephone Number (work): _____

Telephone Number (cell): _____

_____ By initializing this line I authorize a Haverford College employee to transport _____ to/from the Haverford Train Station to/from Haverford College in a personal vehicle.

ADDENDUM #7

Haverford College Fleet Operations Safety Policy Motor Vehicle Record Review Policy

It is an institutional policy and requirement for employee and student driving privileges that every individual with routine driving duties have a motor vehicle record (MVR) meeting the grading requirements stated below. MVRs will be examined prior to granting of driver privileges and periodically thereafter.

This MVR policy applies to drivers transporting student athletes in institution owned vehicles for institution business. Any job offer made to an employee-candidate for a position with driving duties shall be contingent upon an MVR meeting the required standards; continued employment in a position with driving duties also requires an MVR meeting the standards outlined below.

The standards for MVRs are as follows:

1. All operators must have a valid driver's license for at least two years.
2. No new driver will be authorized with "borderline" or "poor" MVR. MVRs will be graded based on the table below, as minimum requirements.
3. Driving records must remain "acceptable" or "clear," as graded on the table below, for continued privilege of driving institutional vehicles.
4. Any exceptions to these guidelines must be referred to the Athletic Director for written approval. The auto insurance carrier will be consulted on any/all MVRs not meeting the minimum criteria.

Motor Vehicle Grading Criteria

Number of Minor Violations	Number of Accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Borderline	Poor	Poor
2	Borderline	Poor	Poor	Poor
3	Poor	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

Minor Violation:	Major Violation:
<ul style="list-style-type: none"> • Motor vehicle equipment, load or size requirement • Improper/failure to display license plates • Failure to sign or display registration • Failure to have driver's license in possession (if valid license exists) 	<ul style="list-style-type: none"> • Driving under influence of alcohol/drugs • Failure to stop/report an accident • Reckless driving/speeding contest • Driving while impaired • Making a false accident report • Homicide, manslaughter or assault arising out of use of a vehicle • Driving while license is suspended/revoked • Careless driving • Attempting to elude a police officer

ADDENDUM #8**HAVERFORD COLLEGE
DEPARTMENT OF SAFETY AND SECURITY****STANDARD ON THE SAFE OPERATION OF MOTORIZED UTILITY
EQUIPMENT****SAFETY POLICY 96-02****I. Policy Statement**

This policy is written to ensure the safety of Haverford College employees, students, and visitors by establishing the procedures for the safe operation of motorized utility equipment.

II. Scope

To include but not limited to employees and students who operate motorized utility equipment.

III. General Requirements

- A. Each Department shall develop a list of authorized personnel who may operate motorized utility equipment on campus, including golf carts, lawn tractors, and other off - highway grounds equipment. A copy of the authorization list will be maintained in the Safety and Security Office.
- B. Persons authorized to operate motorized utility vehicles should possess a standard state driver's license.
- C. Operators should check all mechanical operating parts before driving, including brakes, lights, and horn if equipped. Serious defects found in equipment during the operator's check of equipment should be reported to the Grounds Department Equipment Mechanic and the vehicle should not be operated.
- D. Do not overload vehicles.
- E. Keep hands and feet inside the vehicle while in motion.
- F. Speed should be reduced on uneven surfaces, rough roads, steep inclines, and on pedestrian paths especially near blind corners.
- G. Vehicles taking turns or backing up shall be operated at slow speeds to avoid roll - overs or passenger ejection.
- H. Anticipate the behavior of other drivers or pedestrians and avoid situations that require quick or erratic turns.
- I. Vehicles shall be brought to a complete stop before changing directions.

IV. Vehicle Safety and Maintenance Inspection

- A. All motorized utility equipment shall be inspected at least annually by the Grounds Department Equipment Mechanic to insure the safe operation of the vehicle.
- B. The annual inspection shall follow the manufacturer's recommendations for inspection and maintenance.
- C. A record of each inspection shall be maintained by the Grounds Department Equipment Mechanic.

V. Vehicle Operator Training

- A. Training will be provided to personnel authorized to operate the equipment listed in section E.

- B. The Safety Coordinator or his designee conducting training will prepare a training record to certify that personnel training has been accomplished. (See Attachment1)
- C. Retraining will take place whenever there is:
 - 1. A change in job assignments
 - 2. A change in equipment.
 - 3. Reason to believe there are inadequacies in the operator's knowledge and skill in operating the vehicle.
- D. Operator training will include the following topics:
 - 1. Equipment operating controls and safety devices
 - 2. Traveling
 - 3. Loading and unloading of equipment
 - 4. Parking the Vehicle
 - 5. Refueling
 - 6. Restricted use of equipment
 - 7. Maintenance and repair
- E. Operator training will include the following vehicles:
 - 1. Golf Carts
 - 2. Lawn mowing tractors
 - 3. Utility tractors and backhoe
 - 4. Cushman and Kawasaki Mule dump vehicles
 - 5. John Deere Pro Gator and HPX Gator

**HVERFORD COLLEGE
DEPARTMENT OF SAFETY AND SECURITY**

STANDARD ON THE SAFE OPERATION OF MOTORIZED UTILITY EQUIPMENT

GOLF CART TRAINING AND OPERATION INFORMATION

1. Equipment Operating Controls and Safety Devices

- A. Attachments illustrating the controls for the Club Car Carts
- B. Steering Wheel
- C. Key Switch
- D. Brake Pedal and Parking Brake
- E. Accelerator
- F. Choke
- G. Forward / Reverse Lever with reverse indicator.
- H. Fuel Fill
- I. Operating Instructions and Safety Warning Labels

2. Traveling

- A. Driver shall be familiar with the operating instructions and controls.
- B. Make sure front wheels are pointed in the desired direction.
- C. Select direction by placing the Forward / Reverse lever in the desired direction
- D. Slowly depress the accelerator
- F. Do not transport more than two persons per seating unit on the vehicle. Golf carts equipped with cargo / dump area shall not be used to transport people.
- G. Operate the vehicle from the driver's seat only.
- H. Occupants of the vehicle shall remain seated at all times and shall hold on to seat handles or handrails at all times to prevent falls.
- J. Keep all body parts inside the vehicle to prevent injury.
- K. Drive slowly in turns and drive straight up and down slopes to prevent overturning the vehicle.
- L. Avoid sudden stops, turns, or changes in direction to avoid injury to unsuspecting passengers or damage to the vehicle.
- M. To avoid losing control of the vehicle, reduce speed for adverse driving conditions such as wet grass or rough terrain.
- N. Do not exceed the governed speed of the vehicle (**12 M.P.H.**)
- O. To avoid being struck do not stand in front of or behind the vehicle.
- P. Do not operate the vehicle under the influence of drugs or alcohol.
- Q. To stop release accelerator and depress brake pedal.
- R. Avoid driving through puddles of water to insure the brakes do not become wet.
- S. Vehicles shall reduce speed in walking paths and blind corners.
- T. These vehicles will not be operated in thunderstorms or as a source of shelter during thunderstorms.

3. Loading and Unloading Equipment

- A. The vehicle should never be overloaded with equipment or personnel.
- B. Materials carried on the vehicles shall be secured to prevent injury to passengers in the event of a sudden stop or mishap.

4. Parking the Vehicle

- A. After stopping the vehicle turn the front wheels into the curb, firmly depress the brake pedal until it locks. Depress the upper left side of the brake pedal to apply the parking brake.
- B. Turn the key switch to off and place the shift lever into the neutral position. Remove the key.

5. Refueling

- A. Never refuel the vehicle in an enclosed area.
- B. Never refuel the vehicle with the engine hot or running.
- C. To avoid any possibility of fire, clean up any spilled gasoline before operating the vehicle.
- D. To refuel the vehicle follow the instructions listed below:
 - 1. Turn the key to the off position and remove key from the ignition
 - 2. Locate the fuel fill.
 - 3. Remove the gas cap and fill the tank with gas. Do not overfill the tank.
 - 4. The fuel nozzle must be monitored at all times.
 - 5. Replace the gas cap, being sure the cap is tight.

6. Restricted Use of Equipment

- A. Vehicle shall be operated by authorized and properly trained individuals.
- B. Do not operate vehicles in thunderstorms. This type of vehicle provides no protection from lightning.
- C. Do not operate vehicles in enclosed areas or areas of poor ventilation.

7. Maintenance and Repair.

- A. Vehicles needing repair or found to be unsafe to operate will be place out of service.
- B. Repairs will be made by the Grounds Department Equipment Mechanic only.