

**SOUTHEASTERN LOUISIANA UNIVERSITY**  
**NON-LICENSED VEHICLE**  
**SAFETY POLICY**  
**2009**

**PURPOSE:** To establish a University-wide standard for the safe operation of non-licensed vehicles on University premises.

**DEFINITION:** A non-licensed vehicle, as used in this policy, is defined as any University owned vehicle, regardless of size or energy source, which is intended for use on University premises only; and is used primarily for the transportation of persons or cargo; and is generally recognizable as a passenger or utility type cart, vehicle, "off-road vehicle", club car or conveyance which is non-licensed.

**SCOPE:** This policy applies to all non-licensed vehicles owned, leased or operated on University premises, by University employees, volunteers, contractors, vendors or agents.

**POLICY:** Any person who accepts the privilege of operating a non-licensed vehicle on University premises is deemed, by so doing, to have the knowledge, training and skill to safely operate this vehicle and shall be fully accountable for their actions and the consequences thereof.

The safe operation of non-licensed vehicles on University premises requires conscientious application and adherence to the minimum standard of care prescribed by this policy.

Non-licensed vehicles shall be operated in accordance with the requirements of the following documents, which are referenced incorporated into this policy:

- The University Non-Licensed Vehicle Safety Standard
- The Non-Licensed Vehicle Purchase Authorization Form
- The Non-Licensed Vehicle Safety Information Acknowledgement Form

University employees will be given citations by University Police for violations of this safety policy. Vendors and contractors shall face sanctions appropriate to the terms of their contract with the University.

**PROCEDURE: Deans, Directors, Budget Unit Heads, and Department Heads:**

Shall assure that all non-licensed vehicles and operators within their unit comply with the requirements of the University Non-Licensed Vehicle Safety Policy.

Shall assure that each non-licensed vehicle owned, leased, or operated by their department which is used on University premises is scheduled for, and receives periodic preventive maintenance services at the Physical Plant or as requested by the department. Preventive maintenance services shall include verification of the presence and proper operation of various safety features and, adjustment of the setting for "speed governors", as may be appropriate.

Shall assure that each individual who has been assigned to operate non-licensed vehicles or who would reasonably be expected to operate a non-licensed vehicle within the course and scope of their employment or service to the University complies with the following:

- Receives appropriate training prior to commencement of responsibility to operate non-licensed vehicles.
- Attends non-licensed vehicle safety training every three years.
- Is provided periodic evaluation, counseling and training as may be appropriate to correct non-compliance with the Non-Licensed Vehicle Safety Policy.
- Completes and signs the Non-Licensed Vehicle Safety Information Acknowledgement Form.

Shall assure that completed Non-Licensed Vehicle Safety Information Acknowledgement Forms are maintained on record with their department for a minimum of three calendar years.

**Employees:**

Shall be knowledgeable regarding the requirements of the University Non-Licensed Vehicle Safety Policy.

Shall acknowledge responsibility and accountability for compliance with the Non-Licensed Vehicle Safety Policy by completing the Non-Licensed Vehicle Safety Information Acknowledgement Form.

Shall attend non-licensed vehicle safety training as required.

**Director of Safety:**

Shall coordinate University-wide compliance with the University Non-Licensed Vehicle Safety Policy and facilitate non-licensed vehicle safety training as requested.

# Southeastern Louisiana University

## NON-LICENSED VEHICLE SAFETY POLICY

### PURCHASE AUTHORIZATION FORM

This form shall be completed by the department head and attached to each requisition for purchase of non-licensed vehicles.

**DEFINITION:** A non-licensed vehicle, as used in this policy, is defined as any University owned vehicle, regardless of size or energy source, which is intended for use on University premises only; and is used primarily for the transportation of persons or cargo; and is generally recognizable as a passenger or utility type cart, vehicle, "off-road vehicle", club car or conveyance which is non-licensed.

Name of Individual Initiating Purchase: \_\_\_\_\_

Department Name: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

I have read the University Non-licensed Vehicle Safety Policy and acknowledge that my department is able to comply with all requirements of this Policy.

I acknowledge that all members of my department who shall be granted the privilege to operate non-licensed vehicles on University premises shall be required to comply with the requirements of the Non-licensed Vehicle Safety Policy.

Signed: \_\_\_\_\_  
Department Head

Date: \_\_\_\_\_

Requisition # \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Procurement Specialist: Forward form to Physical Plant Services and Safety Office.

PHYSICAL PLANT VEHICLE ID: \_\_\_\_\_

SAFETY OFFICE: \_\_\_\_\_

**SOUTHEASTERN LOUISIANA UNIVERSITY**  
**NON-LICENSED VEHICLE SAFETY INFORMATION**  
**EMPLOYEE ACKNOWLEDGEMENT FORM**  
**Course # 600401**

**Department:** \_\_\_\_\_  
(This form shall be completed by all employees prior to assignment to operating a non-licensed vehicle.)

Employee Name: \_\_\_\_\_ Ext \_\_\_\_\_

W Number: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

By signing below I acknowledge that:

(Check all that apply)

- I have read the University Non-Licensed Vehicle Safety Policy.
- I understand the terms and conditions of the University Non-Licensed Vehicle Safety Policy.
- I have been provided with the opportunity to ask questions related to this policy.
- I have attended / I have scheduled to attend the non-licensed vehicle safety training.

(Date Attended / Scheduled: \_\_\_\_\_)

- I possess a valid driver's license.
- I have been certified to drive through the Safe Driver Program.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Keep this form in employees' file for a minimum of 3 years. Training log should be forwarded to Safety Office – SLU 10452.

# NON-LICENSED VEHICLE POLICY & SAFETY TRAINING COURSE

COURSE # 600401

Please print your name and write in your W#

Name	W#	DATE

Send completed form to: Safety Office – SLU 10452

**SOUTHEASTERN LOUISIANA UNIVERSITY**  
**NON-LICENSED VEHICLE SAFETY INFORMATION**  
**TRAIN THE TRAINER ACKNOWLEDGEMENT FORM**  
**Course # 600400**

**Department:** \_\_\_\_\_  
(This form shall be completed by all employees assigned to administer the non-licensed vehicle training.)

Employee Name: \_\_\_\_\_ Ext \_\_\_\_\_

W Number: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

By signing below I acknowledge that:

(Check all that apply)

- I have read the University Non-licensed Vehicle Safety Policy.
- I understand the terms and conditions of the University Non-licensed Vehicle Safety Policy.
- I have been provided with the opportunity to ask questions related to this policy.
- I have attended / I have scheduled to attend the non-licensed vehicle safety training.

(Date Attended / Scheduled: \_\_\_\_\_)

- I possess a valid driver's license
- I have been certified to drive through the Safe Driver Program.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Safety Director Signature

\_\_\_\_\_  
Date

Form will be maintained in the Safety Office.



<p style="text-align: center;"><b>SOUTHEASTERN LOUISIANA UNIVERSITY</b> <b>NON-LICENSED VEHICLE SAFETY STANDARD</b></p>
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1. Non-licensed vehicles shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times.
2. Each requirement of this policy applicable to safety and considerations for care and courtesy shall be applied for person in wheelchairs or any type of mobility assistance device.
3. Non-licensed vehicles shall be operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.
4. Supervisors shall assure that each employee within their unit, who is authorized to operate non-licensed vehicles, is appropriately advised of all requirements of the University Policy.
5. Supervisors shall obtain, and maintain on file, a statement signed by each employee who has been authorized to operate golf cars, attesting to their knowledge and understanding of the University Non-licensed Vehicle Safety Policy. (See Non-licensed Vehicle Safety Information Acknowledgement Form)
6. Supervisors shall assure that employees review the University Non-Licensed Vehicle Safety Policy every three years and shall consider comments and concerns, observed or reported, regarding each operator's compliance with the University Non-Licensed Vehicle Safety Policy at the time of employee performance appraisals.
7. Supervisors shall implement procedures for control of non-licensed vehicles registered to their department. Such procedures may include the use of "sign-out log" for keys.
8. Non-licensed vehicle operators shall be responsible for the security of ignition keys for the period that a cart is assigned to them.
9. Non-licensed vehicles shall be operated within the confines of university premises only.
10. Any individual who is not an employee, agent, agency with contract with the university or volunteer of the university, may not use University non-licensed vehicles without a signed permission from the budget unit head that is responsible for the non-licensed vehicle.
11. Since non-licensed vehicles will not be used in the traditional manner, authorization to operate a non-licensed vehicle is contingent on the possession of a valid driver's license and must be certified through the Safe Driver Program. Employees shall immediately notify their supervisor if and when their driver's license is suspended or revoked.

12. State employees, officers and agents, contractors, vendors or volunteers to the University are the only passengers permitted on those non-licensed vehicles intended for the servicing of University buildings and facilities.
13. Supervisors shall assure that non-licensed vehicles are operated in accordance with the manufacturer's recommendations. Non-licensed vehicles shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
14. Any non-licensed vehicle intended to be operated in excess of 15 miles per hour shall be equipped with specific safety features that include, but are not limited to seat belts, windshields, headlights and rear view mirrors. All speed limits shall be observed.
15. Non-licensed vehicles intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights. Non-licensed vehicles not equipped with headlights shall not be used from dusk to dawn.
16. Supervisors shall assure that each non-licensed vehicle is tagged with the maximum load capacity recommended by the manufacturer. Non-licensed vehicles equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
17. Employees shall not operate non-licensed vehicles owned by other departments unless approval has been granted by the supervisor of the department/unit to which the non-licensed vehicle is registered.
18. Non-licensed vehicles shall be equipped with a functional horn if driven on roadway.
19. Non-licensed vehicles shall be operated in compliance with the common "rules of the road" regardless of whether carts are being operated on sidewalks or roadways.
20. Operators of non-licensed vehicles which are not equipped with turn indicators shall use appropriate hand signals.
21. All accidents involving non-licensed vehicles shall be reported to the supervisor, Safety Office and University Police.
22. Each operator shall be responsible to provide timely notification of safety and maintenance concerns to Physical Plant.

23. Non-licensed vehicles shall be operated in accordance with the following specific rules:

- Non-licensed vehicles shall not be parked within 6-8 feet of the entrance or exit of any building, except at loading docks.
- Operators shall stop non-licensed vehicles at all blind intersections and sound horn before proceeding.
- Non-licensed vehicles shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic.
- Operators shall not drive on University Avenue, North Oak Street or General Pershing unless equipped with seat belts, windshield, lights, turn signals and horn.
- Operators shall not stop (bring to rest) non-licensed vehicles in the middle of roads or walkways.
- Non-licensed vehicles shall not be driven in buildings or through the Student Union Mall.
- Non-licensed vehicles shall not be driven or parked in breezeway of the Fayard Hall or in breezeway on the west side of Cayman Café dining facility.
- Non-licensed vehicles shall not be parked or driven in covered entrance of Pennington Center.
- Disconnect the battery charging cable before taking off.
- Before starting the vehicle, assure it is not in gear.
- Check the area behind the vehicle before backing up.
- Observe the limit of two (2) occupants per seat rule.
- Ensure that all items which hang out of the non-licensed vehicle will not fall out or hit objects when passing buildings or vehicles.
- Always remain seated and hold on while vehicle is in motion. All body parts – feet, legs and arms shall be kept inside the vehicle while it is in motion.
- When the vehicle is to be left unattended, turn the key to “off” position. Remove the key and engage the brake.
- Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect your ability to operate the vehicle safely. Drive the vehicle only as fast as terrain and safety considerations allow.
- Slow down before and during turns. All turns shall be executed at reduced speeds.
- Avoid sudden stops or change of direction that may result in a loss of control.
- Brake to control speed when traveling down an incline.

# Southeastern Louisiana University Non-Licensed Vehicle Policy Quiz

Check True or False:

1. Pedestrians shall be afforded the right-of-way at all times.

T\_\_\_\_\_ F\_\_\_\_\_

2. Non-licensed vehicles may be driven through the Student Union Mall.

T\_\_\_\_\_ F\_\_\_\_\_

3. Non-licensed vehicles shall NOT be driven in the breezeway of Fayard Hall or on the west side of Cayman Café dining facility.

T\_\_\_\_\_ F\_\_\_\_\_

4. Non-licensed vehicles shall be operated within the confines of the University premises only.

T\_\_\_\_\_ F\_\_\_\_\_

5. The operator of a non-licensed vehicle on Southeastern Louisiana University's campus must have a valid driver's license and be certified through Safe Driver Program.

T\_\_\_\_\_ F\_\_\_\_\_

6. Non-licensed vehicles may be driven on campus at night.

T\_\_\_\_\_ F\_\_\_\_\_

7. Non-licensed vehicles not equipped with turn indicators shall use appropriate hand signals.

T\_\_\_\_\_ F\_\_\_\_\_

8. It is acceptable to park a non-licensed vehicle on a sidewalk.

T\_\_\_\_\_ F\_\_\_\_\_

9. It is acceptable to drive non-licensed vehicles with lights, but without horns, on roads.

T\_\_\_\_\_ F\_\_\_\_\_

10. Non-licensed vehicles are considered off-road vehicles; therefore, they may NOT be driven on University Avenue, North Oak Street, or N. General Pershing Street.

Explain: \_\_\_\_\_  
\_\_\_\_\_