

**LINCOLN UNIVERSITY**

Procedure: Guidelines for Management and Safe Operation of University Vehicles and Equipment

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**LINCOLN UNIVERSITY**

**GUIDELINES FOR MANAGEMENT AND SAFE OPERATION  
OF UNIVERSITY VEHICLES AND EQUIPMENT**

**TABLE OF CONTENTS**

<b>1.</b>	<b>Purpose .....</b>	<b>3</b>
<b>2.</b>	<b>Scope .....</b>	<b>3</b>
<b>3.</b>	<b>Overview .....</b>	<b>3</b>
<b>4.</b>	<b>Contact Information.....</b>	<b>4</b>
<b>5.</b>	<b>Authorized Driver Qualifications .....</b>	<b>4</b>
<b>6.</b>	<b>Violations.....</b>	<b>6</b>
<b>7.</b>	<b>Reservation of University Equipment .....</b>	<b>6</b>
<b>8.</b>	<b>Use of Rental Vehicles .....</b>	<b>7</b>
<b>9.</b>	<b>Use of Personal Vehicles .....</b>	<b>7</b>
<b>10.</b>	<b>University Vehicle Insurance Coverage.....</b>	<b>8</b>
<b>11.</b>	<b>Responsibilities .....</b>	<b>8</b>
11.1	Reserving Department's Responsibilities.....	8
11.2	Department of Public Safety (DPS).....	8
11.3	Risk Management (RM).....	8
11.4	Fleet Technician Coordinator (FTC).....	8

**APPENDICES**

<b>A1.</b>	<b>Driver Authorization Application.....</b>	<b>10</b>
<b>A2.</b>	<b>Instructions for Completing Driver Authorization Application.....</b>	<b>11</b>
<b>B1.</b>	<b>Vehicle Request Form .....</b>	<b>16</b>
<b>B2.</b>	<b>Bus Request Form.....</b>	<b>17</b>
<b>B3.</b>	<b>Vehicle Sign-Out Sheet .....</b>	<b>18</b>
<b>C1.</b>	<b>Emergency Procedures in the Event of an Accident or Breakdown .....</b>	<b>21</b>
<b>C2.</b>	<b>Vehicle Accident Information .....</b>	<b>22</b>
<b>D.</b>	<b>Driver Responsibilities and Obligations/Acknowledgement of Guidelines and Driver Responsibilities and Obligations .....</b>	<b>23</b>
<b>E.</b>	<b>Safety Checklist for Registered Fleet Vehicles.....</b>	<b>24</b>
<b>F.</b>	<b>Safe Operation of Utility Type Vehicles .....</b>	<b>25</b>

## 1. Purpose

The purpose of the Lincoln University Guidelines for Management and Safe Operation of Vehicles and Equipment ("Guidelines") is to safeguard people, protect property, reduce operating costs, minimize loss, and mitigate the frequency and severity of accidents involving University-owned, leased, or rented vehicles, golf carts, other University equipment that requires driving, and personal vehicles used to conduct University business.

Operating University vehicles and equipment is a privilege. Lincoln University reserves the right to deny or revoke driving privileges in the event that the University determines that the driver's use of University equipment poses a risk to the University or to the public.

## 2. Scope

These Guidelines apply to all University authorized drivers who operate University vehicles and/or equipment. Failure to comply with the procedure set forth in this document may result in suspension or termination of driving privileges in accordance with established University practice.

## 3. Overview

- 3.1 **USE OF MOTORCYCLES IS PROHIBITED FOR ALL WORK ACTIVITIES.** When traveling for work activities, (within normal or off-scheduled hours) the use of motorcycles (to include all motorized cycles – scooters, mopeds, trikes, etc.) is prohibited.
- 3.2 "Vehicle" or "Equipment" in the context of the Guidelines, may be used interchangeably herein, and means any University-owned, leased or rented vehicles, golf carts, other equipment requiring driving, as well as personal vehicles used to conduct University business; such as, transporting people or property on roads, highways or on University property to conduct University business.
- 3.3 University equipment and vehicles are intended for use on-campus and for trips or excursions of short duration and distance but in no case greater than 500 miles one-way from campus except for the operation of golf carts and other University equipment requiring driving which is intended for on-campus use only. Motor coaches, either University-owned, or chartered, is recommended for trips greater than 500 miles.
- 3.4 University vehicles and equipment shall not be used for "Personal Use." Personal Use means any trip or segment thereof that is made for the purpose of participating in an activity or function that is not associated with Lincoln University; i.e., expenses are not reimbursable by the University, or transport of an unauthorized passenger.
- 3.5 Employees and contractors may apply for authorization to operate vehicles and equipment, as part of specific job duties and responsibilities to conduct University business. Faculty may recommend students to apply for authorization to operate vehicles and equipment to conduct University-related activity.
- 3.6 All applicants for driver authorization must complete the Application for Driver Authorization (Appendix A) prior to authorization of driving privileges.
- 3.7 Authorization to operate University vehicles and equipment to conduct University business is contingent upon an acceptable MVR.

- 3.8 Lincoln University reserves the right to review licenses and driving records of all individuals who operate University vehicles or equipment to conduct University business.
- 3.9 Authorized drivers and his/her immediate supervisor, including contractors who operate University vehicles and equipment to conduct University business, are responsible for complying with these Guidelines.
- 3.10 Failure to comply may result in suspension or revocation of driving privileges, reassignment of University vehicle(s), or other appropriate action to reduce the risk of injury or damage to property from noncompliance.

#### 4. Authorized Driver Qualifications

##### 4.1 **Age Requirement**

Drivers must be at least 25 years of age, having possessed a valid U.S. driver's license for at least one (1) year issued by the Pennsylvania Department of Transportation, the state of residency or the District of Columbia.

##### 4.2 **Licensing Requirement for Transporting Passengers**

If transporting 15 or more persons or operating University equipment weighing more than 26,000 lbs., a driver will must possess a commercial driver's license (CDL with passenger endorsement "P").

- The CDL requirement applies to Lincoln University employees and employees of contractors for Lincoln University; students are not authorized to use such vehicles.
- Training for the CDL license must be obtained through the proper state and local authorities.

##### 4.3 **Safe Driver Training**

Successful completion of applicable Driver Safety Training is required for Driver Authorization as indicated on the Driver Authorization Application (Appendix A).

- Successful completion of applicable driver safety training is required annually for students who will operate University vehicles.
- Successful completion of driver safety training is required Post-accident for any authorized driver involved in an accident causing damage to University property.
- Annual driver safety training is recommended for authorized drivers who regularly operate University vehicles or equipment (or more frequently at the supervisor's discretion).

##### 4.4 **Driver Authorization Application (Appendix A).**

- The Application must be completed prior to authorization of driving privileges.
- A copy of the applicant's driver's license must be included with the Application.
- The applicant must successfully complete Safe Driver Training prior to authorization of driving privileges.
- Applicants must consent to a Motor Vehicle Records review by signing the consent clause at the bottom of the Application.

##### 4.5 **Motor Vehicle Records Review**

Applicants with the following violations on his/her driving record may not operate University vehicles or equipment:

- DUI or driving under the influence,
- Negligent homicide,
- Operating with a suspended license,
- Using a motor vehicle for commission of a felony,
- Aggravated assault with a motor vehicle,
- Operating a motor vehicle without the owner's consent,
- Permitting an unlicensed driver to drive,
- Reckless driving, or
- Hit and run accidents.

#### **4.6 Changes to Driving Record**

- Authorized drivers are required to report any changes to valid license status including suspension or revocation to the immediate supervisor and RM within one working day of any such change.
- If a driver's license is revoked or suspended, driving privileges may be suspended or revoked in accordance with established University guidelines.

### **5. Violations**

The following activities are considered violations of the Guidelines. Driving privileges may be suspended or revoked for engaging in any of the following activities while operating University vehicles or equipment.

- 5.1 Operating a motor vehicle without a valid driver's license.
- 5.2 Failure to report the suspension or revocation of driver's license.
- 5.3 Failure to obey University and local traffic regulations.
- 5.4 Operating a University-owned or leased motor vehicle outside of the scope of the approved destination and school related activity.
- 5.5 Operating a University-owned or leased vehicle in a reckless or unsafe manner.
- 5.6 Driving which results in the intentional destruction of property.
- 5.7 Failure to report an on-campus accident involving University equipment vehicle to your supervisor and Department of Public Safety within 24 hours.
- 5.8 Failure to report an off-campus accident to the FTC or RM within 24 hours of an accident.
- 5.9 Operating a University-owned or leased motor vehicle while under the influence of alcohol or drugs.
- 5.10 One (1) moving violation within a 6-month period while operating a University vehicle will result in suspension of driving privileges.
- 5.11 Two (2) at fault accidents within a 12-month period while operating a University vehicle.
- 5.12 Three (3) at fault accidents within a two-year period while operating a University vehicle.
- 5.13 Returning a University-owned or leased vehicle in an unsatisfactory condition, i.e. excessive trash, filth, damage, etc.

### **6. Reservation of University Vehicles**

- 6.1 Reservation of University vehicles or equipment shall be coordinated through the FTC.
- 6.2 An approved Request for Vehicle Reservations form (Appendix B1) must be submitted to FTC preferably two weeks prior to use of vehicle.

- 6.3 An approved Request for Bus Reservations form (Appendix B2) must be submitted to FTC preferably two weeks prior to use of vehicle.
- 6.4 The driver indicated on the reservation request must pick up the keys from the FTC the day of the reservation unless other arrangements have been with the FTC prior to the date of use.
- 6.5 At the time the vehicle is picked up by the driver, the FTC will provide the driver with a Vehicle Sign-Out Sheet (Appendix B3) to complete.

## **7. Use of Rental Vehicles**

- 7.1 Reservation of rental vehicles should be coordinated through the FTC (x71113) as specified by [University procurement rules and regulations](#).
- 7.2 Authorized drivers who rent vehicles with the permission of the University for University-related activities must purchase insurance through the rental company insurance for liability and physical damage (collision damage waiver).
- 7.3 If the driver fails to purchase such insurance for physical damages and causes damage to the rental vehicle, the driver may be held responsible for the cost of any repairs over the University's insurance limits.
- 7.4 Authorized drivers must meet specific requirements of the rental company and meet state law requirements for driving a rented motor vehicle.
- 7.5 Authorized drivers approved to rent a vehicle to conduct University business are required to abide by the Guidelines and University policy.
- 7.6 Employees renting or leasing vehicles for University business in any country other than the United States must purchase insurance offered by the rental or lease agent in that country. It is stressed however, that University insurance is only available on vehicles rented for approved University functions/business.

## **8. Use of Personal Vehicles**

- 8.1 Employees may use a personal vehicle while traveling on University business. Such individuals must possess a valid driver's license, appropriate insurance coverage and receive authorization prior to such travel.
- 8.2 It is recommended that individuals seek alternative options such as public transportation, or, to the extent authorized by the University, charter services, rental cars, or fleet vehicles.
- 8.3 If a driver chooses to drive a personal vehicle in connection with University activities, the driver is responsible for:
  - Maintaining a specific level of motor vehicle insurance in accordance with state law;
  - Maintaining current state vehicle inspection and registration; and
  - Maintaining the safe operation of the motor vehicle.
- 8.4 All drivers of personal vehicles used for University business must be a University-authorized driver and comply with all procedures including completion of the Driver Authorization Application and successful completion of applicable safe driver training.

## **9. University Vehicle Insurance Coverage**

- 9.1 Automobile insurance coverage for University vehicles is provided by the University. This insurance provides coverage for others when the University vehicle is at fault. If a third party is negligent and insured, the University vehicle shall file a claim for damages with the other vehicle's insurer.
- 9.2 If the University driver caused an accident, the department requesting the vehicle reservation is responsible for any deductibles or fees incurred by the University. Any remaining cost, if any, will be coordinated through RM.

## **10. Responsibilities**

### **10.1 Departmental Responsibilities for Reserving Vehicles or Equipment:**

The Chair, or other departmental supervisor, of the department reserving a University vehicle will ensure the following:

- All assigned departmental drivers comply with these Guidelines.
- reimbursement of any costs or fines incurred by the driver for which the University is responsible in association with the use of a University vehicle; e.g., tolls, fines, etc.
- Vehicles are clean when returned.
- Mileage is reported on the Vehicle Sign-Out Sheet (Appendix B3) as required by the FTC.
- On-campus accidents involving vehicles are reported to the driver's immediate supervisor, DPS, FTC, and RM within 24 hours of the incident.
- Off-campus vehicle accidents are reported to the driver's immediate supervisor, DPS, FTC, and RM within 24 hours of the incident.
- University vehicles or equipment are not altered; i.e., no additional radios, stereo equipment, fog lamps or other accessories are permitted.

10.2 Department of Public Safety (DPS) – Extension 7211:

- In the event of any reported vehicle or equipment accident or breakdown, DPS shall document the event through the University's incident reporting system and follow DPS procedures for responding to an accident.
- For a vehicle or equipment breakdown after normal business hours, DPS will coordinate the disposition of roadside assistance and/or towing.
- DPS shall communicate with RM and FTC regarding any accident involving a University vehicle or equipment damage within 24 hours of notification.

10.3 Risk Management (RM) – Extension 7490:

The RM is responsible for:

- Authorization of University drivers; including coordinating driver authorization applications.
- Coordinating driver safety training and maintaining a list of authorized drivers.
- Managing University claims for damages with insurance carrier.
- Maintaining Guidelines.

10.4 Fleet Technician Coordinator (FTC) – Extension 7113:

The FTC shall:

- Perform routine preventative maintenance on vehicles.
- Coordinate major repairs to a vehicle resulting from accidental damage with RM.
- Coordinate inspection, registration and tag renewals.
- Manage vehicle inspection logs.
- Manage the University gas program and gas cards associated with vehicle usage.
- Maintain a file for each vehicle that contains a copy of registration card, insurance card, safety checklists, and monthly mileage and any other reports as state regulated.
- Ensure that Emergency and Accident information is included in each vehicle prior to use including the following:
  - Vehicle accident report brochure;
  - First aid kit;
  - Emergency reflector triangles;
  - Disposable cameras to be used in the event of an accident.
- Perform safety checks routinely to ensure vehicles are in good working order prior to permitting release of equipment to driver (Appendix E).



## DRIVER AUTHORIZATION APPLICATION

Please save this application to your desktop **BEFORE** entering any information. After saving the blank form, please complete all fields and training as indicated then click **SUBMIT** at the bottom of this form to email your application for processing.


Full Name: (exactly as it appears on driver's license)	First	Middle Initial (Optional)	Last
Status:	Student <input type="checkbox"/>	Staff <input type="checkbox"/>	Other <input type="checkbox"/> Describe:
License State:		License Number:	Last 4 digits SSN:
Date of Birth		Students Only – Reason for Driving:	
Email Address:			
Telephone Number:		Students Only - Recommended by:	

**SAFE DRIVER TRAINING:**

- All applicants for Driver Authorization must successful complete the following Two (2) training courses:  
[Driving Safely: Autos, SUVs and Pickups](#) AND [Avoiding Large Vehicle Rollover Accidents](#)
- What type of vehicle will you be driving? (Please check all that apply):  
☐ Van or truck      ☐ Utility-type Vehicle (UTV) / Golf cart      ☐ Personal vehicle: proof of current auto insurance required
- Applicants for authorization to operate a UTV or Golf Cart must review the procedures for [Safe Operation of Utility Type Vehicles, including a golf cart safety video, and successful completion of the quiz contained within the procedures](#). In addition, [Completion of hands-on training is required - please click here to schedule training with Public Safety](#).

Upon successful completion of each required course, save a copy of all documents for your records - then forward a copy of your application with training certificates to [Risk Management](#).

### INSTRUCTIONS - HOW TO UPLOAD DRIVER'S LICENSE

- TAKE A PHOTO OF THE FRONT OF YOUR CURRENT DRIVER LICENSE (WITH YOUR PHONE OR USE COPIER TO SCAN) AND EMAIL TO YOUR LINCOLN EMAIL ADDRESS.
- GO TO YOUR EMAIL AND SAVE A COPY OF YOUR DRIVER'S LICENSE TO YOUR DESKTOP
-  **CLICK [UPLOAD DRIVER'S LICENSE HERE](#)**
- CHOOSE BROWSE THEN SELECT YOUR DRIVER'S LICENSE PHOTO.
- CLICK OK.

## CONSENT TO REVIEW MOTOR VEHICLE RECORD

I, \_\_\_\_\_, give my consent for Lincoln University to review my motor vehicle or driving record from any and all states in which I currently hold or have previously held a driver's license for the purpose of determining my eligibility to operate University owned/leased vehicles/equipment for business purposes as determined by the University. In addition, I understand that I must successfully complete driver safety training and abide by all University policies and procedures. ***Student drivers must be recommended by faculty or staff for authorized University business purposes only.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# LINCOLN UNIVERSITY

## Office of the Physical Plant



### Vehicle Request Form

Availability can only be guaranteed if completed request form is received at least 2 weeks prior to departure.

Date Submitted:	
Department:	
Department Acct #:	
Department Chair's Signature:	
Division Vice President's Signature:	
<b>TRIP INFORMATION</b>	
Departure Date/Time:	
Return Date/Time:	
Contact Name and Phone Number:	
Purpose of Trip:	
Destination (city):	
Number of Participants:	
Driver(s) Name:	

**NOTE:**

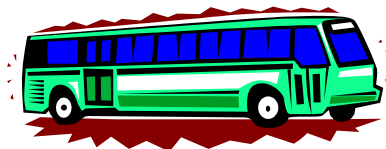
- All drivers MUST BE AT LEAST 25 YEARS OF AGE.
- Van are available on a first come, first served basis.
- All vehicles will be inspected when signed out and when returned.
- All vehicles can be picked up 1 hour prior to departure unless otherwise notified.
- Contact the Fleet Technician Coordinator at extension 7113 with any questions.
- All drivers must be pre-registered with the Fleet Technician Coordinator.
- Fax completed form to extension 7863.
- Office hours are : 7:30 am - 4:00 pm

☐ cc: Public Safety



# LINCOLN UNIVERSITY

## Office of the Physical Plant



## Bus Request Form

Date Submitted:	
Department:	
Department Acct #:	
Department Chair's Signature:	
Division Vice President's Signature:	
<b>TRIP INFORMATION</b>	
Departure Date/Time:	
Return Date/Time:	
Contact Name and Phone Number:	
Purpose of Trip:	
Destination (city):	
Number of Participants:	

**NOTE:**

- Contact the Fleet Technician Coordinator at extension 7113 with any questions.
- Fax completed form to extension 7863.

☐ cc: Public Safety 2/1/2010



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

NAME OF THIS TRIP:	
SPONSORING GROUP:	
DRIVER:	
DEPARTURE TIME:	
ODOMETER READ OUT:	
TIME:	DRIVER:
RETURN DATE:	
ODOMETER READ IN:	
TIME:	DRIVER:

**PASSENGER ROSTER**

(List may be updated/modified at time of departure)  
Name and University Affiliation

	NAME (Print or Type)	UNIVERSITY AFFILIATION*
1. DRIVER:		
2. PASSENGER		
3. PASSENGER		
4. PASSENGER		
5. PASSENGER		
6. PASSENGER		
7. PASSENGER		
8. PASSENGER		
9. PASSENGER		
10. PASSENGER		
11. PASSENGER		

*\*Indicate: Job Title, Student, Other – please specify*

DRIVER SIGNATURE: \_\_\_\_\_

LU REPRESENTATIVE SIGNATURE: \_\_\_\_\_

**PLEASE COMPLETE BOTH SIDES OF THIS FORM.**

### VEHICLE SIGN-OUT SHEET

Driver	Mileage Out
Vehicle #	Mileage In
Date	
Lights	
Tires	
Brakes	
Exterior	
Interior	
Under Hood	
Overall Rating of Vehicle	
Fleet Coordinator's Signature	Date
Driver's Signature	Date

**PLEASE COMPLETE BOTH SIDES OF THIS FORM.**

## EMERGENCY PROCEDURES IN THE EVENT OF A VEHICLE ACCIDENT OR BREAKDOWN

### Accidents

Accidents can be traumatic events for individuals as well as the University. It is therefore imperative in the case of an accident or breakdown that the driver (if uninjured) of the vehicle document the events as they occur. The driver should be prepared to provide a written account of the accident upon return to the University. The University recommends that the driver follow the procedures outlined below as a guide for this process.

### On-Campus Accidents

Drivers must report **on-campus accidents** immediately to the Department of Public Safety (ext. 7211) and to the driver's immediate supervisor. The Department of Public Safety shall complete an accident report and notify the Fleet Technician Coordinator (ext. 7113) and the Risk Management (ext. 7490) within 24 hours after the accident.

### Off-Campus Accidents

Drivers involved in traffic accidents and/or vehicular damage while operating a University vehicle **off-campus** must follow emergency procedures outlined in Appendix D2 (Emergency Procedures In Case of an Accident or Breakdown) of the Guidelines. Upon returning to campus, the driver is required to contact Department of Public Safety (ext. 7211), his/her immediate supervisor, the FTC (ext. 7113) and RM (ext. 7490) within 24 hours.

### In Case of a Breakdown

In case of a breakdown, the driver is required to contact DPS at 484-365-7211. Public Safety staff will coordinate disposition of roadside assistance and/or towing regardless of your location. Once the driver makes arrangements with the DPS, he/she will contact their supervisor. In case of a breakdown, the University recommends that drivers follow the procedures outlined below:

1. **Stay Calm.** Your primary concern is the safety of everyone involved in the accident.
2. **Stop at once.** Take the following steps:
  - Turning on emergency flashers & move the vehicle away from traffic to prevent further accidents and protect the passengers and the vehicle.
  - Call 911.
  - Keep passengers with the vehicle. No one should walk for help.
3. Complete the EMERGENCY PROCEDURES IN CASE OF A VEHICLE ACCIDENT OR BREAKDOWN in the glovebox of the vehicle (Appendix D2). Drivers should make note of the nature and extent of damage to other property or vehicles and be sure to include license number, make of car, body type, and insurance information if available. Registration and insurance information is in the glovebox of each University vehicle
4. If property is damaged, including the University vehicle in any way, call 911 then Lincoln University Public Safety immediately at 484-365-7211. No matter where you are, how far away, even if it was a minor incident and no one was hurt, you must call Public Safety.
5. Police on the scene will gather facts and write down vehicle and insurance information. as well as the names addresses, and telephone numbers, of all drivers, passengers, and witnesses.
  - Explain only what happened and only to the authorities on the scene. Never admit fault or liability.
  - Exchange information with the other driver (name, address, license plate number, Public Safety's phone number and insurance information from the insurance card in the glove compartment).
  - Upon returning to campus, the driver must report the accident to the FTC and provide copies of all accident reports including any citations to RM.

**VEHICLE ACCIDENT INFORMATION**

- Stay Calm... Stay Safe.
- Notify police Dial 911.
- Call Lincoln University Public Safety Office (484) 365-7211
- Discuss the accident with police on the scene ONLY.
- **PROVIDE DETAIL ABOUT THE OTHER DRIVER(S), PASSENGERS, and WITNESSES, INVOLVED IN THE ACCIDENT ON THE FORM BELOW:**

YOUR NAME:	
Name of other driver(s) involved in the accident:	Driver's License #: State:
Address:	Date of Birth:  Telephone Number:
Insurance Company (other drivers involved in the accident): Policy Number:	License Plate #: State:
Date of Accident:	
Time of Accident:	
Location of Accident:	
Make /Model / Year of Vehicle:	
Damage to Other Vehicle:	
Name of Injured and injuries (if any):	
Witness Names:	Witness Telephone:
Witness Names:	Witness Telephone:
Witness Names:	Witness Telephone:
<b>Investigating Officer's Information:</b>	
Officer's Name:	Officer's Telephone #:
Officer's Badge Number:	
Report Number:	Citation Number (if any):
Citation Information (if any):	
<b>Use other side if additional space is needed:</b>	

**Lincoln University Driver Responsibilities and Obligations**

Authorized Drivers ("drivers") must operate University vehicles in a courteous manner, paying attention to safe operation, complying with all traffic laws and applicable University policies, and are obligated to complying with the following procedures:

**Reserving Vehicles**

1. Using the Vehicle Sign-Out Sheet (Appendix B3), the driver must complete the Passenger Roster and inspect the vehicle for obvious concerns prior to use and report safety issues, defects or damage to the FTC prior to departure. pairs of unreported damages to the vehicle shall be the responsibility of the driver and the department.
2. The driver must report any changes to the Passenger Roster (approved by the driver's supervisor) to the FTC prior to departure.
3. The driver shall obtain keys from the FTC and pick up reserved University vehicles from the Facilities parking area.
4. The FTC shall provide the driver with a fleet gas card prior to departure. The driver will sign for these cards when they sign out a vehicle. The driver will be accountable for any and all charges made to these cards while in their possession.
5. Any unauthorized purchases (e.g. outside of fuel), including costs for tolls and parking, will be charged back to the driver's departmental budget .
6. All other University Policies remain in effect while traveling in a University

**Licensing, Training, Documentation, and Authorized Travel**

7. The driver must possess a valid US driver's license at all times and report any change in driving status or to motor vehicle record including but not limited to suspension or revocation of driving privileges to RM and supervisor within 24 hours of any change.
8. The driver must successfully complete applicable driver safety training prior to operating a University vehicle.
9. The driver shall ensure the vehicle registration, insurance card, and emergency accident packet (vehicle accident/emergency report card and first aid kit) are contained in the vehicle before driving.
10. The driver shall use vehicles only for authorized University-related business; unauthorized stops are not permitted.

**Safe Driving Practices**

11. If deficiencies are discovered that make the vehicle unsafe to drive, the driver must not operate the vehicle. The driver must contact the FTC regarding the use of another vehicle (rental) and returning the vehicle to campus.
12. The driver is required to use a seat belt at all times while operating a vehicle and ot ensure that all passengers use seat belts while traveling in a University vehicle.
13. The Authorized Driver must not permit an Unauthorized person to operate a University vehicle. In case of an emergency, the qualified driver shall contact Office of Public Safety for an authorized exception . The Office of Public Safety must immediately send an email communication of the authorized driver exception to Authorized Driver (and copy the FTC and RM.) prior to authorized driver exception. Office of Public Safety will ask appropriate questions to determine the acceptability of another person to operate the University vehicle; e.g., any driving violations or accidents caused by driver in the past two years; any Driving Under the Influence (DUI) at any time.



14. The driver is responsible for ensuring that the total number of passengers does not exceed the number of seat belts available in the vehicle. The University limits total occupancy of any van to not more than 11 persons.
15. The driver (and secondary driver ) is limited to no more than 10 hours of driving during any 24-hour period and must be given at least a 10-hour rest (i.e. not allowed to drive) between driving periods. The driver must take a minimum 15-minute break for each three-hour driving period.
16. The driver will not operate a University vehicle between 11:00 PM and 5:00 AM. without explicit permission from a direct supervisor.
17. The driver must be aware of, and prepared for, special and hazardous weather or emergency situations and must use good judgment, travel at speeds slower than posted limits in hazardous weather, or delay or postpone driving in hazardous conditions as road conditions warrant.
18. The driver may operate a University vehicle only on roads approved for use by passenger vehicles.
19. The driver must turn off the vehicle's engine, remove the keys and lock the vehicle whenever the vehicle is unattended.
20. The driver may not transport unauthorized passengers (e.g., hitchhikers).

#### **Use of Controlled Substances, Cell Phones, Earphones and/or Headphones**

21. The driver must notify their immediate supervisor of any prescribed medication that may impair the ability to drive or otherwise operate University vehicles or equipment; and refrain from operating University equipment and vehicles while under the influence of such medication.
22. The driver must not operate a University vehicle under the influence of alcohol, drugs, or other controlled substances including medication.
23. The driver shall not allow alcohol, drugs, or controlled substances to be present in the vehicle.
24. Smoking and the use of any tobacco product is prohibited for anyone operating or traveling in University vehicles.
25. The driver shall not use cell phones or other electronic communication devices while operating vehicles. Drivers shall pull off the road to a safe location and only engage in communications using a cell phone only after the vehicle is properly parked.
26. The driver shall not wear earphones or headphones of any type while operating a University vehicle. Listening to portable audio devices, through ear or headphones, while driving is proven to be very distracting and dangerous and is illegal in most states, including Pennsylvania.

#### **Reporting Accidents, Fines and Violations**

27. The driver shall assume all responsibility for any and all fines, traffic violations, and/or parking violations incurred while in possession of the vehicle and associated with the use of a University vehicle or other vehicle used to transport others on behalf of the University.
28. The driver shall report all accidents, citations, and/or moving violations involving the use of a University vehicle or other vehicle used in transporting others on behalf of the University to his/her immediate supervisor, DPS, FTC, and RM within 24 hours.
29. Additional instructions on how to proceed in the event of an accident are provided in the glove compartments of all University vans and included in the Guidelines as Appendix C.

## Returning the Vehicle

30. The driver shall return the University vehicle in clean condition, with trash and any other debris or materials removed, to the designated parking area with doors locked.
31. The driver shall return the keys with the completed Vehicle Sign-out Sheet to the FTC or designated lock-box outside the FTC office.

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### **Acknowledgement of Lincoln University's Management and Safe Use of University Vehicles and Equipment Guidelines and the Driver Responsibilities and Obligations**

I, \_\_\_\_\_, acknowledge that I have read and understand the information in Lincoln University's "Management and Safe Use of University Vehicles and Equipment Guidelines" and the Driver Responsibilities and Obligations contained within the Guidelines, and agree to abide by all the terms included herein. I understand that failure to comply with the Guidelines, Driver Responsibilities and Obligations, and/or failure to maintain an acceptable driving record may result in suspension or revocation of University driving privileges.

\_\_\_\_\_  
Signature

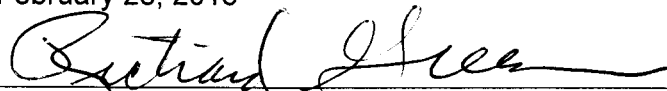
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Date

**LINCOLN UNIVERSITY**

Procedure: Procedures for Safe Operation of Utility Type Vehicles (UTVs)  
Policy Number: RM-02-2017  
Effective Date: March 1, 2017  
Revisions: N/A  
Review Date: February 28, 2018

Approved By:



Richard Green, Ph.D.  
Interim President

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**LINCOLN UNIVERSITY**  
**PROCEDURES FOR SAFE OPERATION OF UTVS**

Please read the procedures outlined below, follow the instructions and complete the test that follows.

## **Safe Operation of Utility Type Vehicles (UTV) Procedures**

### **TRAINING AND DOCUMENTATION**

- Initial UTV Operator training must be completed prior to authorization to operate a UTV.
- UTV Operators are required to complete this training every two years.
- Refresher training must be taken if the employee causes property damage or an injury occurs resulting from the operation of a UTV.

#### **UTV training consists of completing the following steps:**

1. View the [Golf Cart Safety video](#).
2. Read this document in its entirety.
3. Complete the test and click the Submit button.
4. A score of 80% or better is required to pass.
5. You will receive notice of your test results from Risk Management or the Fleet Technician Coordinator.
6. Hands-on training is as required. After you complete the test, please contact the Office of Public Safety at extension 7211 to schedule an appointment for hands-on UTV operator training.
7. For questions or additional information regarding UTV safety – Contact RM at extension 7490.

#### **Upon completion of Safe Operation of UTV training, learners will be able to:**

- Identify the characteristics and uses of a UTV.
- Explain the features and controls of a UTV.
- Discuss the stability and load capacity of a UTV.
- Complete pre-operation checks.
- Describe preventative maintenance.
- Recognize the hazards associated with operating a UTV.
- Outline safe operating procedures for a UTV.

### **ELIGIBILITY TO OPERATE**

#### **Requirements of Operators:**

- University employees or “Authorized Drivers”
- Valid driver’s license
- Obey all traffic regulations
- Completed training; update training every two years
- Operate vehicles in a safe and responsible manner



## UTILITY TYPE VEHICLE CHARACTERISTICS / USES

### Permissible use of UTVs

- To transport people, equipment or supplies
- When operated by an eligible UTV operator
- When equipped with the "Required Equipment"
- On public roadways within the boundaries of Lincoln University's campus
- On designated roadways only from sunrise to sunset at a speed of 25 mph or less with a Slow Moving Vehicle (SMV) emblem
- On walkways or sidewalks in such a manner that they do not impede or interfere with normal pedestrian traffic, to a maximum of 5 mph
- With the utmost courtesy, care and consideration for the safety of pedestrians who will be given the right of way at all times.

### Potential UTV Hazards

There are several hazards associated with UTV operation, including:

- Rolling over on steep slopes, dangerous terrain, or fast turns
- Collision with another vehicle or object
- Pinch points, cut points, wrap points, and burns while working with the UTV
- Fluids under high pressure or other stored energy
- Injury to driver and passengers from shifting loads in cargo area
- Injury from falling from the UTV when mounting and dismounting
- Injury to the eyes from dust and insects while the UTV is in motion
- Injury to pedestrians from being struck by the UTV or from loads falling off of UTVs

### Required Equipment

UTV must be equipped with the following:

- Operable brakes
- Proper working lighting when
  - operated during low light
  - conditions between dusk to dawn
- A slow moving vehicle (SMV) emblem visible from rear. (on public roadways)



### UTV Characteristics

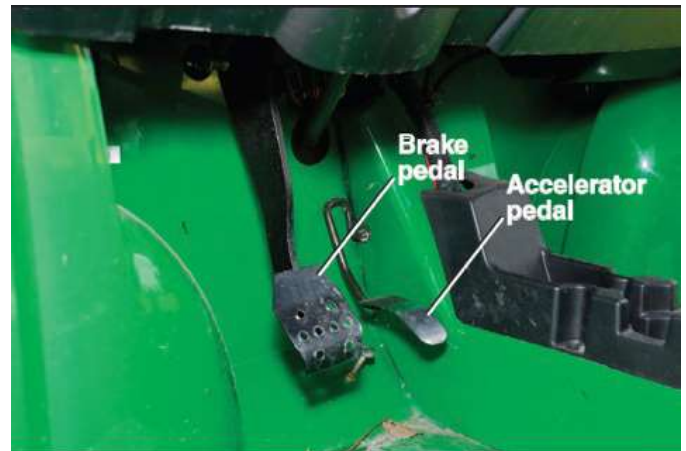
- Compact, powerful, and versatile machines
- Commonly gasoline, diesel, or electric powered
- Can be 2-wheel, 4-wheel, all-wheel drive or tracked
- Operates similar to a car/truck with a steering wheel, accelerator foot pedal and a brake foot pedal
- High / low range & reverse transmission
- Side by side or bench seating with seat belts
- Usually all-terrain tires with 20 p.s.i. or less tire pressure
- Hauling capability with cargo box
- Towing capability with hitch
- Easy to operate but, the operator must be trained, know the machine's proper use, and its limitations

## UTV Features



Features and location can vary with UTV make or model.  
Supervisors should go through the features with staff prior to operating.

## UTV Controls



Controls and location can vary with UTV make or model.  
Supervisors should go through the controls with staff prior to operating.

## Stability and Load Capacity

*UTV compared to a highway vehicle*

- UTV has a smaller wheelbase.
- UTV has higher center of gravity.
- UTV's center of gravity is always shifting during operation.
- UTV has low pressure off highway tires.

All of these factors can contribute to a UTV being less stable.

A UTV is more prone to roll or flip if driven too fast or steered abruptly.





### Load Capacity

- Know the manufacturer's load weight limit and towing capacity. Do not exceed this limit.
- When hauling cargo, the center of gravity is raised and moves towards the rear axle, increasing the risk of tip-over in any direction.

### Towing Capacity

- Do not tow a load that exceeds the maximum towing load as specified by owner's manual.
- Weight of towed load (trailer + cargo) must never exceed the vehicle payload.
- Travel at a speed slow enough to maintain control.
- Stopping distance increases with speed and weight of towed load.
  - Allow extra time and distance to stop.
- Excessive towed load can cause loss of traction and loss of control on slopes.
- Tow only with an approved hitch designed for towing.
- Use caution when turning under adverse surface conditions.
  - Rain, snow, or mud

### **UTV Attachment and Operation**

#### Attachment installation and use

- Carefully read attachment manual and follow all instructions and warnings.
- Attachments can include snow plows, sprayer units, dry material spreaders, winches & roof racks.
- Attachments must be compatible with the machine.
- Verify that all connections are secure and attachment responds properly to controls.
- Attachment changes can effect:
  - Intended use of UTV, weight or balance of the machine, machine controls, performance and reliability



### **UNIVERSITY EMPLOYEE: OPERATOR PROCEDURE & PERFORMANCE**

#### **UTV operators are prohibited from the following when operating a UTV:**

- Talking on a cell phone or texting
- Use of radio/audio headsets or ear buds
- Use for personal business

#### **Preventative maintenance**

- Keep all guards and safety devices in good condition and properly installed
- Check all fluid levels
- Follow owner's manual for maintenance schedule
- Conduct pre-operation inspection

### **Pre-Operation Inspection must include:**

#### **Inspect machine carefully by walking around it before starting**

- Check tires: proper inflation and condition
- Check fuel level
- Check for puddles, leaks, odors, strange sounds or behavior
- Check lighting: headlamps, tail lamps, brake lights and turn signals
- Check brakes: work smoothly without noise or pulling
- Check slow moving vehicle emblem: in place, clean, and visible
- Check that equipment and supplies are adequately secured

### **Driving Safety: Public Roads**

#### **UTVs must be driven at a safe speed given the operating conditions**

- Excessive speed requires a greater stopping distance and increases risk of tip over on corners
- When operating on a roadway, maintain a safe distance behind other vehicles
- Move equipment on roadways at off-peak traffic hours when possible
- Stay alert for traffic and roadside obstacles
- Must have proper lighting and marking to assure visibility
- Make sure loads are properly secured

### **Driving safety: traveling within the grounds**

- When operating on a travel path or sidewalk, do not exceed the speed of the bicyclists or pedestrians.
- When parking or stopping, do not block sidewalks or travel paths.
- When approaching pedestrians, use extreme caution and give pedestrians the right of way.
- Use curb cuts when navigating from roadways to sidewalks. Jumping curbs can cause damage to the UTV and compromise vehicle control.
- When leaving a UTV unattended, the vehicle must be taken out of gear, ignition must be turned off and parking brake applied. Remove and secure the vehicle ignition key from unauthorized use.

### **Defensive driving:**

- Stop at all “blind intersections” and then proceed with caution.
- Yield to the right of way to pedestrians.
- Ensure other drivers have seen the UTV prior to progressing. Operators must not assume that motor vehicle drivers give “right of way”.
- Verify safety prior to all turns. Operators must look over the shoulder in the direction of travel prior to the turn to check for motor vehicles, pedestrians and bicyclists.
- Ensure use of seat belts if UTV is equipped.

### **Passenger Safety:**

#### **Operators are responsible for the safety of their passengers including:**

- Keep head, legs and arms within the cab.
- Remain in seats.
- Do not exceed manufacturer’s load limits. (Number of passengers or weight)
- Use of seat belts if provided.
- University Employee: Operator Procedure & Performance



## **Off Road Operation:**

### **When UTVs are operated off of roadways, operators must:**

- Be alert to ground hazards, look ahead at the terrain.
- Watch carefully for holes, ruts, and other obstacles.
- Watch for uneven surfaces, drop offs and overhead clearance obstructions.
- Reduce speed according to the terrain and visibility conditions.
- Avoid slopes when possible. When traveling on slopes, go up and down and not sideways.

### **Using a UTV during public events**

- Drive defensively and pedestrians have the right of way.
- Avoid driving in areas that are highly congested with pedestrians.
- Designated vehicle travel areas for the event. Whenever possible stay on them during the event.
- If driving in a congested area is a must, use a spotter to assist with crowd control. (Example: Emergency Situation)
- Maintain a safe following distance from other UTVs, golf carts or pedestrians even at slow speeds.
- Use proper signals, including hand signals, to warn others when you are turning.
- Avoid parking on sidewalks or designated pedestrian travel areas.
- Communicate with other drivers by using eye contact, hand signals, radio communication, or other means.

### **Off Road Operation: Riding through water**

- Never cross a body of water where the depth is unknown.
- Never cross water with a swift current.  
(*Tires may float, making it difficult to maintain traction and control.*)
- Cross at a point where both banks have a gradual incline.
- Maintain a slow steady speed and avoid submerged obstacles.
- After leaving water, always dry the brakes by applying light pressure several times.

## **SUMMARY**

- There are a variety of uses for a Utility Type Vehicle (UTV).
- The characteristics of a UTV differ from that of a car or truck
- Features and controls of a UTV can vary. Supervisors must go over features and controls before initial use.
- Understand the stability and load capacity of the specific UTV being operated.
- Follow safe operating procedures including on---campus driving, defensive driving, and motor vehicle laws when on the road.
- Recognize and avoid hazards when operating a UTV.

**Safe UTV operation requires attention to the machine, the surroundings, and others around you.**

Please complete the test that follows. You may use this guide or any other resource to complete the test.

Click submit when finished.

## Safe Operation of Utility Type Vehicles (UTV) Training TEST

Name:

Date:

Supervisor:

1. The pre-operation inspection shall include:
  - ☐ Tires and wheels
  - ☐ Controls and cables
  - ☐ Lights and electrics
  - ☐ Oil, fuel, fluids, and air filter
  - ☐ Chassis, suspension, driveshaft, and external equipment
  - ☐ All of the above
2. Helmets must be replaced as recommended by their manufacturer or sooner if a helmet is involved in an impact-related accident or shows significant sign of wear.
  - ☐ True ☐ False
3. UTVs are street legal in all states.
  - ☐ True ☐ False
4. Passengers in a UTV must:
  - ☐ Ride in the back where the cargo goes if all the seats are taken.
  - ☐ Ride in a designated seat in the UTV but don't have to wear a seatbelt.
  - ☐ Remain buckled at all times and keep all body parts inside the vehicle when in motion.
5. A UTV is especially unstable and dangerous on which of the following:
  - ☐ A side slope
  - ☐ Going up a hill
  - ☐ Going down a hill
  - ☐ In mud or other slick flat surfaces<sup>48</sup>
6. Never attempt to turn around when climbing or descending a significant slope.
  - ☐ True ☐ False
7. Which one of the following UTV cargo hauling statements is false?
  - ☐ If you have heavy cargo in challenging terrain, consider removing half of it and making two trips.
  - ☐ Solid cargo can shift, so always make sure it is well secured.
  - ☐ Liquid loads in tanks can slosh and instantly shift large amounts of weight to the downhill side.
  - ☐ Secure heavier cargo on top of the light cargo for better balance.
8. If your UTV is involved in an accident that causes damage to the UTV but no personal injury to you, you don't have to report the accident.
  - ☐ True ☐ False
9. Before starting a UTV you should, inspect the machine by walking around it
  - ☐ True ☐ False
10. The all-terrain tires on a UTV are inflated to 20 psi or greater.
  - ☐ True ☐ False

11. If traveling on a slope cannot be avoided:
- ☐ travel perpendicular to the slope
  - ☐ travel straight up and down a slope
  - ☐ all the above
  - ☐ none of the above
12. A UTV's stopping distance increases with speed and weight of a towed load.
- ☐ True ☐ False
13. Adding attachments on a UTV can effect which of the following?
- ☐ the controls
  - ☐ the performance
  - ☐ reliability
  - ☐ all of the above
14. A passenger in a UTV:
- ☐ must ride in the cargo box to evenly distribute the center of gravity
  - ☐ can stand on the UTV while it's moving, if they use the handholds
  - ☐ can exit the UTV while coming to a rolling stop
  - ☐ must wear the seat belt, keep head, arms, and legs within the cab
15. The center of gravity of a UTV will lower and move towards the front axle if a load is added to the cargo bed.
- ☐ True ☐ False
16. An off-road hazard to be considered when operating an UTV is?
- ☐ riding through water
  - ☐ overhead obstructions
  - ☐ poor ground conditions
  - ☐ all of the above
17. "Standard" UTV controls include:
- ☐ Joystick controls for steering, accelerator pedal and brake pedal
  - ☐ Steering wheel, hand controls for accelerating and braking
  - ☐ Steering wheel, accelerator pedal and brake pedal
  - ☐ Joystick controls for all movement functions
18. A UTV is more prone than a truck to roll or flip if driven too fast or steered abruptly.
- ☐ True ☐ False
19. When operating a UTV on campus, operators must yield to the right of way to pedestrians at all times.
- ☐ True ☐ False
20. Before starting a UTV you should, make sure you understand the instrument panel and controls
- ☐ True ☐ False



A certificate will be awarded for successful completion of this training.

## References

- National Safe Tractor and Machinery Operation Program, Hazardous Occupations Safety Training in Agriculture. Penn State University, Ohio State University, and National Safety Council.
- OSHA29CFR1910and29CFR1928--
- Safe Operation of Utility Type Vehicles (UTVs) Fact Sheet, Ohio State University
- Standards and Safe Operation of Utility Vehicles, University of Minnesota
- Utility–Terrain Vehicle Operator Training Course, U.S. Department of Agriculture
- John Deere Gator Utility Vehicle TS and TH6x4 Operator Manual, John Deere, 2004