Chapter 350, Supplies and Equipment
Section 32, Miscellaneous Vehicles
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Exhibit A, Requirements for Miscellaneous Vehicles

I. Purpose

This section outlines policy and procedures regarding use of miscellaneous University-owned vehicles (scooters, utility vehicles, golf carts, all-terrain vehicles [ATVs], forklift trucks, and motorcycles).

II. Definitions

A. Core area--that portion of the main campus (generally bounded by North Quad, East Quad, Hutchison Drive, and California Avenue) that is generally closed to motor vehicle traffic by traffic devices, posts, bollards, or signs. Access is available to authorized vehicles only. Limited access to the core area, or core area lock-down, occurs during certain times, particularly during class changes when pedestrian and bicycle traffic increases.

B. Public road/highway--a way or place of whatever nature, publicly maintained and open to use by the public for purposes of vehicular travel. University roads and streets are considered public roads, and all rules and regulations applicable to vehicles on public roadways are also applicable on University roadways.

III. Policy

Refer also to Section 300-30 for general policy pertaining to use of University-owned vehicles. See Exhibit A of this section for a summary of requirements for miscellaneous vehicles. Additional information is available in the UC Davis Traffic and Parking Code (http://taps.ucdavis.edu/parkcode.htm).

A. Responsibility

1. Departments are responsible for confirming that their drivers (employees and students) are properly licensed and qualified to operate miscellaneous vehicles. Departments are also responsible for training their drivers on the safe use of miscellaneous vehicles and on the State and local laws and University policies regarding their operation, including the use of helmets and seat belts when required. The operation of this equipment must be included in the department's Injury and Illness Prevention Program.

2. Drivers are responsible for complying with University policy and State and local laws pertaining to the use of miscellaneous vehicles.

3. Fleet Services is responsible for registration and licensing of all vehicles, when required.

B. General requirements

1. A valid driver's license is required to operate scooters, utility vehicles, golf carts, ATVs, and forklift trucks. A motorcycle license is required to drive a motorcycle. (See Section

380-20 regarding employee driving records.)

2. All requests for purchase of vehicles must be submitted to Fleet Services for approval by the Vice Chancellor--Administration. Requests must include information about how the vehicle is going to be used. Contact Fleet Services for assistance in preparing the request.

3. University liability insurance automatically covers liability arising out of the operation of miscellaneous vehicles. However, motorcycles and motor scooters must be listed with Fleet Services in order to be eligible for the coverage. University property insurance covering theft of and damage to miscellaneous vehicles is not automatic. Contact Risk Management: Property & Liability for more information.

4. All vehicles are subject to an annual safety inspection.

5. Off-highway vehicles should be operated on the campus internal roadways and bike paths if possible; individual departments may establish preferred routes for their operators to use when traversing the campus. Off-highway vehicles cannot use crosswalks to cross roadways. To avoid the use of crosswalks, an operator may need to merge into the normal flow of traffic at a reasonable and prudent distance from the intersection. This will allow the vehicle to safely cross the intersection without obstructing traffic, illegally using the crosswalk, or impeding the flow of traffic.

C. Scooters

1. Three-wheel scooters are licensed and registered as motorcycles. Operators and passengers must wear helmets when driving on University/public roadways.

2. Four-wheel scooters are designated by the manufacturer as off-highway vehicles. See III.B.5, above, about operating off-highway vehicles on University roadways.

D. Utility vehicles

A utility vehicle, usually with 4 or 5 wheels and no top, is generally used as a grounds vehicle. Utility vehicles are off-highway vehicles. See III.B.5, above.

E. Golf carts

1. A golf cart has no fewer than 3 wheels in contact with the ground, has an unladen weight less than 1,300 pounds, is designed to be operated at not more than 15 MPH, and carries no more than 2 persons, including the driver. Golf carts are off-highway vehicles. See III.B.5, above.

2. Golf carts must have certain equipment, as prescribed by the Motor Vehicle code. Contact Fleet Services for information.

F. All-terrain vehicles

1. An ATV is an off-highway vehicle measuring 50 inches or less in width, weighing 600 pounds or less unladen, and suspended on 3 or more low-pressure tires, with a single seat designed to be straddled by the operator and with handlebars for steering control.

2. Helmets must be worn at all times by the driver of an ATV.

3. Any driver under 18 years of age must pass a State-certified safety training course for ATVs before being authorized to drive on behalf of the University.

4. No operator of an ATV shall carry a passenger when operating the vehicle.

G. Forklift trucks

1. Forklift trucks (powered industrial vehicles) are classified by four types of power sources: gasoline, diesel, liquid petroleum, and electrical.

2. As specified in California Code of Regulations (CCR), Title 8, Section 3668, all forklift truck operators must complete initial training and be evaluated for operation performance prior to being assigned to operate a forklift truck. Refresher training and performance evaluation is required at least once every three years. Training is to be conducted "under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence" within each department. Training resources and materials are available from Environmental Health & Safety (EH&S). Training documentation is to be filed within each department and copies forwarded to EH&S.

3. Forklift trucks that are driven over one-fourth mile on any roadway are subject to registration and licensing by the Department of Motor Vehicles, through Fleet Services.

4. Hard hats and seat belts are required to be worn during the operation of a forklift truck.

H. Motorcycles

1. A motorcycle is defined as any motor vehicle, other than a tractor, having a seat or saddle for the use of the rider and designed to travel on not more than 3 wheels in contact with the ground, except that 4 wheels may be in contact with the ground if 2 of the wheels are a functional part of a sidecar, and weighing less than 1,500 pounds or if electrically powered, weighing not more than 2,500 pounds, and having a maximum speed of 45 MPH.

2. Helmets are required for drivers and passengers.

3. Motorcycles must be registered and licensed through Fleet Services.

IV. Further Information

Contact Fleet Services at 530-752-9666 (campus) or 916-734-2498 (UCDMC) for more information regarding these policies.

V. References and Related Policy

A. California Vehicle Code (http://www.leginfo.ca.gov/calaw.html).

B. California Attorney General's Opinion 90-302 [golf carts], 9/26/90

(http://caag.state.ca.us/opinions/).

C. California Code of Regulations (http://ccr.oal.ca.gov/), Title 8, Industrial Relations.

D. UC Business & Finance Bulletins (http://www.ucop.edu/ucophome/policies/bfb/):

1. BUS-28, Property Self-Insurance Program, 7/1/92.

2. BUS-46, Use of University Vehicles, 8/1/94.

3. BUS-69, Vehicle Physical Damage Self-Insurance Program, 7/1/92.

4. BUS-75, General and Automobile Liability Self-Insurance Program, 4/15/88.

E. Office of the President: Policy on Use of University Vehicles, 2/28/78 (http://www.ucop.edu/ucophome/coordrev/policy/PP022878.pdf).

F. UCD Policy & Procedure Manual (http://manuals.ucdavis.edu):

1. Section 300-30, University-Owned Vehicles.

2. Section 350-17, Tractors and Farm Equipment.

3. Section 360-05, Parking Regulations.

4. Section 370-25, Vehicle Insurance.

5. Section 380-20, Employee Driving Records.

G. UC Davis Traffic and Parking Code (http://taps.ucdavis.edu/parkcode.htm).