



BOISE STATE UNIVERSITY
ENVIRONMENTAL HEALTH, SAFETY
AND SUSTAINABILITY

STANDARD OPERATING PROCEDURE

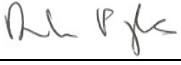
ELECTRIC AND SPECIALIZED VEHICLES

College/Dept: FO&M and Auxiliaries

Division: Campus Operations

Revision: 1.0

Approval

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Overview

This SOP is written for the safe use and operation of Neighborhood Electric Vehicle (N.E.V.) and specialized vehicles. The recommendations set forth in this document are to be followed while using this equipment on the Boise State University campus.

Service Utility Carts are defined as any electric or conventionally powered wheel driven device designed for use not to exceed 25 mph.

N.E.V. is defined as an electric powered wheel driven device with a total GVWR of 3000 lbs. (1,360 kg) which is licensed as a motor vehicle, but which **cannot be** operated on roadways with speed limits greater than 45 mph.

Potential Hazards

- Chemical
 Thermal
 Hydraulic
 Electrical
 Slip/Trip
 Biological
 Mechanical
 Radiation
 Pneumatic
 Fire
 Fall
 Other

Hazard Specifics: The unsafe operation of these vehicles can result in severe accidents and even fatalities. Significant hazards include but are not limited to impact with other objects, vehicle rollover, and occupant ejection; usually a result of occupants riding in unapproved locations on the vehicle.

Engineering Controls (EC)

- Guarding
 Shielding/Barriers
 Local Exhaust or Paint booth
 Lockout
 Other

EC Specifics: If signal lights or other mechanisms required for the safe operation of the vehicle are damaged the unit must be taken out of operation and maintenance notified.

Personal Protective Equipment (PPE)

PPE Description: If restraining harnesses are installed they should be worn all times during the operation of the vehicle.

N.E.V. Standard Safety Features and Condition

- 1.) Whenever possible units owned by Boise State will be equipped with working headlights, tail lights and brake lights.
 - a. Any unit not equipped with front and rear lighting, and functional turn signals, may only be used during day time hours as defined by Idaho Motor Vehicle Code; one-half hour before sunrise and one-half hour after sunset.
- 2.) All 'units' must be equipped with an amber strobe beacon which is visible for a full 360 degree radius around the cart.
- 3.) Unit physical condition should appear to be kept as close to new as is reasonable (no dents, dings, cracked fenders, etc.)
 - a. Reasonable condition assessments are performed by Supervisory staff and the final determination must reflect positively on the university image
- 4.) Units will be equipped with a working horn or bell and a "Slow Moving Vehicle" sign.
- 5.) Units will not be modified in any manner that affects the recommended mode of operation, speed or safety of the N.E.V. or Service Utility Cart.

General

- Only those units classified as N.E.V. (Neighborhood Electric Vehicle) as defined by Federal Motor Vehicle Safety Standard 500, may be licensed for use on public roadways beyond the boundaries of Boise State University.
- Some cart types are designated as ATV & UTV and **MAY BE** required to be licensed as a 'Recreational Vehicle' by state of Idaho code, but their use is limited to the main campus.
- Neighborhood Electric Vehicles, Golf Carts, ATV and UTV's, Mules and Gators are referred to as 'Units' throughout this SOP.
- Service Utility Carts and N.E.V.'s include, but are not limited to, the following manufacturers: John Deere, Club Car, Taylor Dunn, GEM, E Ride, Kubota, Polaris, Kawasaki.

Additional Safety Information

- 1.) ONLY THOSE UNITS DESIGNATED AS NEIGHBORHOOD ELECTRIC VEHICLES may be operated on off-campus roadways. N.E.V.'s must meet Federal Motor Vehicle Safety Standard 500 (FMVSS 500).
- 2.) N.E.V.'s must be licensed and comply with all federal, state and local motor vehicle laws.
- 3.) N.E.V.'s **maximum speed is 25 mph.**
- 4.) Maximum speed for **ALL** 'units' is 25 mph on University Drive.
- 5.) The maximum speed limit for N.E.V. and Service Utility Carts is 15 mph on other campus streets and access corridors unless posted otherwise.
- 6.) Operators are responsible to reduce speed for weather conditions, as well as other factors such as vehicular and pedestrian traffic.
- 7.) Operators must have a valid Idaho drivers' license.
- 8.) Operators may be subject to other policy requirements such as a driving record check.
- 9.) Units are not to be routinely driven on any landscaped area. They may be temporarily parked on landscaped areas for specific work tasks if no other viable access option exists. If the unit must be driven on to a landscaped area in order to allow a pedestrian(s) the proper right-of-way, it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear.
- 10.) Units will be operated in such a manner that they do not impede or interfere with normal pedestrian flow and vehicles operating on roadways and access corridors. In that respect, 'units' will be operated on designated service drives and roadways, rather than on sidewalks designed primarily for pedestrian use (per posted signage & maps).
- 11.) Units will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians.



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Pedestrians will be given the right-of-way at all times.

- 12.) Operators are expected to employ defensive driving attributes at all times.
- 13.) Units should have current university campus maps on board at all times.
 - a. Department supervisor/'unit' custodian is responsible for compliance with this requirement.
- 14.) Units should be parked in designated service parking zones and designated parking spaces (per posted signage & maps).
 - b. For work in restricted areas, staff should park in designated areas and deliver materials to the site utilizing hand carts or other manual means.
- 15.) All construction or major repair sites must make special arrangements for unit access and workplace set up thru FO&M and Campus Transportation.
- 16.) Units will not be parked:
 - c. In Fire Lanes
 - d. On The Quad
 - e. In metered parking spaces
 - f. In DMV Disabled Parking spaces
 - g. In Reserved Parking Spaces
 - h. Within twenty feet of the main entrance/exit of any building
 - i. On sidewalks
- 17.) Operators in violation of these rules can be cited and/or subject to disciplinary action.

Procedure

- 1.) FO&M N.E.V. & Service Utility Carts may only be used for official department/University business by approved university employees, student employees, and university approved volunteers who are associated with a university department.
 - a. **Service Utility Carts & N.E.V.'s may not be used for personal business.**
- 2.) Knowledge of, and compliance with, applicable federal, state and local laws, rules & regulations and Boise State University use and care policies is the responsibility of the driver. Non-compliance may result in disciplinary action, including suspension of driving privileges, reprimand, and/or termination; in accordance with established university policies and standards.
- 3.) Operators must receive training prior to use and must acknowledge training completion by written certification and electronic certification via Skilport training program.
Record of training to be maintained in Skilport and/or employee file.

Steps

Operation Requirements

- 1.) No one under the age of eighteen (18) will operate a N.E.V. or Service Utility Cart.
- 2.) Operators are NOT permitted to use 'units' for personal use, including but not limited to, running personal errands (on or off campus), traveling to meals, offering others a ride, etc.
 - a. Operators may not take units home.
- 3.) Unit operators are responsible for the security of ignition keys during the time that a unit is assigned to them.
 - a. Any time a unit is unattended, the ignition will be turned off, and the key will be removed from the ignition and kept in the possession of the authorized operator.
- 4.) Unit operators are not permitted to drive while wearing devices that impede hearing,
 - a. e.g., stereo headsets, earplugs, etc.
- 5.) Cell phone usage while driving a N.E.V. or Service Utility Cart is prohibited.
- 6.) All passengers must be in seats. No passengers are allowed to be transported in the cargo areas or on the sides of any unit.
- 7.) Operators will not operate a unit assigned to other departments, unless the supervisor of the department to which the unit is assigned has granted prior approval.
- 8.) Operators are required to perform daily pre and post use inspections and to report any damage or deficiencies to their immediate supervisor.

Accident Reporting

- 1.) All accidents involving a unit need to be reported immediately to the supervisor of the department to which the unit is assigned, and to the Office of Risk Management, regardless of whether property damage or personal injury occurred.

Department Responsibility

- 1.) Supervisors will ensure that each employee in their department, who operates a Service Utility Cart or N.E.V., has reviewed this SOP, and that each individual understands and agrees to comply with the requirements of this SOP. Additionally, each individual operating a 'unit' for any purpose must complete the Skilport N.E.V. & Cart Operation, Care and Use Procedure module prior to operating a unit.
- 2.) A signed and dated acknowledgement of course completion must be obtained prior to the employee driving a N.E.V. or Service Utility Cart; in addition to electronic certification via Skilport
- 3.) Supervisors will verify that operators have a valid Idaho drivers' license and ensure compliance with other university policies designated in *Vehicle Policies*.
 - a. This may include a driver record check and certifications required for operating a vehicle.

Example of some of the vehicles covered by this SOP.

NEV



Specialized Vehicles or Service Utility Carts



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- 4.) Departments shall also provide hands on training prior to an employee driving a N.E.V. or Service Utility Cart. As a minimum requirement this training must include the following topics:
 - a. Proper use, operation and care discussion for proper operation.
 - b. Demonstration of daily checks required prior to use:
 - i. Walk around of unit inspecting for damage, fluid loss, proper tire pressure and proper light operations
 - ii. Demonstration of location of fluid check points and procedures to verify proper engine oil level, coolant level, hydraulic fluid level, transmission and other fluid levels.
- 5.) Departments will implement procedures for the control of N.E.V.'s & Service Utility Carts assigned to them.
 - a. Such procedures may include the use of a "sign-out log" for keys, maintenance need reports, etc.



N.E.V. & Service Cart Maintenance Responsibility

- 1.) Each operator is responsible for providing timely notification of safety and maintenance concerns to the supervisor of the department to which the unit is assigned.
- 2.) Supervisors will be responsible for seeing to the timely repair of such concerns and, if the unit cannot be operated safely until the repairs are performed, the unit will be taken 'out of service' until the repairs are completed.
- 3.) The department of ownership is responsible for the cost of maintenance of the 'unit(s)'.
- 4.) The department of ownership is responsible for the cost of repairing damage to the unit caused during use—regardless of cause.

Procedure Variance

If a department manager believes that a variance of a portion of the N.E.V. & Service Utility Cart Procedure is warranted, she or he should submit their request for a variance to their Supervisor.