



Responsible University Administrator: Vice President
for Finance and Administration |
Responsible Officer: Director of Parking Management |
Origination Date: N/A
Current Revision Date: 08/12/16
Next Review Date: 07/15/17
End of Policy Date: N/A
Policy Number: STUA-PM-002
Status: Effective

POLICY GOVERNING USE AND OPERATION OF NONCONVENTIONAL MODES OF TRANSPORTATION

Policy Statement

This policy establishes operational guidelines for the use and operation of nonconventional modes of transportation on the campus of The University of Southern Mississippi and establishes equipment needs, both required and optional, regarding these modes of transportation.

Reason for Policy/Purpose

The purpose of this policy is to establish operational guidelines for the use and operation of nonconventional modes of transportation on the campuses of The University of Southern Mississippi and to establish equipment needs, both required and optional, regarding these modes of transportation.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-stua-pm-002

Definitions

Policy/Procedures

POLICY

- a. A nonconventional mode of transportation is defined as any motorized vehicle, gas or electric-powered, that is used to transport people, equipment or other goods. Example: golf carts, ATVs, lawn mowers, etc.
- b. These nonconventional modes of transportation will be operated in accordance with the “Rules of the Road” used by conventional modes of transportation.
- c. Operators will not use sidewalks as transportation routes. Sidewalks can only be utilized when a destination has been reached to accommodate delivery of goods or services, drop-off and pickup, or when job description/equipment allows for use in grass/sidewalk or for parking.
- d. When parking, utilize area at your destination that will not impede pedestrian or vehicular traffic. Do not park in a designated parking space, in the roadway, or in any tow-away zone as described in the “Traffic and Parking Regulations.”
- e. Operation will be in accordance with the manufacturer’s specifications, and there will be no modification to manufacturer’s safety equipment, e.g., speed governors.
- f. All equipment on nonconventional modes of transportation will be maintained in good working order.
- g. Nonconventional modes of transportation will be properly marked with department/division name and unit number assigned by Motor Pool that would be visible from a minimal distance of 25 feet.
- h. The following equipment will be utilized on all nonconventional modes of transportation depending on time and purpose of use (required or optional):
 - windshield (required for golf carts, optional on all others)
 - flashing yellow caution light affixed to top or above roof (required)
 - rearview mirror (required)
 - headlights and rear lights/reflectors (optional for daytime use only, required for nighttime operation)
 - reflective triangular placard for equipment (required)
 - horn (optional)
 - weather enclosure (optional)
- i. Limit operators of nonconventional modes of transportation to personnel who have a valid driver’s license.
- j. Limit capacity of the cart to manufacturer’s specifications.
- k. Driver and passenger(s) are to remain seated at all times while moving and keep hands and feet inside at all times.
- l. When reversing, make sure to look behind you before doing so.
- m. When leaving the transportation unattended, remove the key and set the parking brake at all times.
- n. Stop transportation completely before exiting.

PROCEDURE

All current employees and new hires whose job descriptions allow use of nonconventional modes of transportation will submit information to the University Police Department for a driver’s license check for validation. Employees will read and then sign that they understand the policy regarding the use of nonconventional modes of transportation.

Violations of this policy will be forwarded to the appropriate college dean or department director with whom the nonconventional mode of transportation is assigned. All disciplinary action will be handled in accordance with The University of Southern Mississippi disciplinary policy.

Review

The Director of Parking Management is responsible for the review of this policy every year (or whenever circumstances require immediate review).

Forms/Instructions

N/A

Appendices

N/A

Related Information

N/A

History

Amendments: Month, Day, Year – summary of changes
Updated yearly.

02/22/13: Formatted for template. Minor editing throughout.

06/27/13: Reviewed for upcoming year.

07/09/14: Reviewed for upcoming year.

07/15/15: Reviewed for upcoming year.

07/16/16: Reviewed for upcoming year.

Authorization

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TRANSPORTATION
STUA-PM-002

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

Responsible Officer

Date