Subject: Electric/Gas Utility-type Vehicle

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1. Purpose

This policy establishes responsibilities and procedures to ensure proper operation, purchasing, inventory and disposal of all Electric/Gas Utility-type Vehicles (EGUV, e.g. golf carts and non-licensed gas- or electric-powered utility-type vehicles) that are operated on the main campus in Blacksburg, VA. This policy does not apply to EGUVs in use at the golf course, Virginia Tech Transportation Institute, or at other locations such as university farms and agricultural experiment stations.

2. Policy

Virginia Tech supports the use of EGUVs as a means of personnel and small equipment transportation for work-related activities by faculty, staff, students, and approved volunteers in support of university business. Compared to traditional vehicles, EGUVs provide a more cost effective means of movement around campus, reduce CO_2 emissions and minimize damage to campus landscape. At the same time, however, EGUVs' small size and minimal safety features necessitate increased vigilance in proper use to reduce risks to the campus community.

2.1 Vehicle Operations

The primary purpose of an EGUV is to provide an alternative means of university transportation to or between locations on campus, particularly in areas with few roads, where work is predominantly on turf, or in instances where traffic is congested. Individual operators will use their judgment on whether to operate on a sidewalk or roadway based upon their destination and driving conditions. Individual operators shall always consider the terrain, weather conditions, and pedestrian and vehicular traffic, which may affect the ability to operate the EGUV safely. Driving university-owned EGUVs off campus is strictly prohibited. Use of university-owned EGUVs for personal transportation is prohibited. EGUVs can be used to transport mobility-impaired individuals for university business purposes when other transportation options (e.g. wheelchair, scooter, personal vehicle or public transit) are not viable. Below is a list of the basic rules and regulations for the use of EGUVs:

- Pedestrians have the right of way on all campus sidewalks at all times.
- In accordance with the Code of Virginia §46.2-916.2 "Designation of public highways for golf cart and utility vehicle operations," section D: no highway shall be designated for use by EGUVs if such vehicle will impede the flow and safety of the motor vehicle traffic.

- EGUV operators must have a valid driver's license and observe all traffic laws.
- EGUV operators are required to provide immediate notification to their supervisor of any accident involving the EGUV.
- In accordance with the Code of Virginia §46.2-916.3 "Limitations on golf cart and utility vehicle operations on designated public highways," sections A and B: an EGUV is only to be operated on designated highways where the speed limit is 25 miles per hour (mph) or less. No EGUV shall cross any highway at an intersection controlled by a traffic light where the highway being crossed has a posted speed limit of more than 35 mph. An exemption from this limitation is if operating on highways within the university property limits, the EGUV is to only travel on roads where the posted speed limit is 35 mph or less.
- In accordance with the Code of Virginia §46.2-1081 "Slow moving vehicle emblems," section A: all EGUVs must have a slow-moving vehicle emblem (red triangle) attached to the rear at all times.
- In accordance with the Code of Virginia §46.2-1010 "Equipment required:" units operated between sunset and sunrise must have headlamps and taillights.
- Passengers are limited to manufacturer's capacity; beds are not to be used for passengers.
- Passengers must keep their heads, legs, and arms within the cab of vehicle.
- EGUVs will be maintained in accordance with the manufacturer's specifications. It is the responsibility of the department that owns the vehicle to ensure that it is properly maintained and to keep records of its maintenance.
- EGUV operators are required to provide timely notification of safety and maintenance concerns to a supervisor or department head.
- Electric vehicles will be recharged at a location appropriate for such use. Use of extension cords from inside buildings to recharge vehicles is prohibited. Questions regarding an appropriate recharging location can be directed to Environmental Health & Safety (EHS) and Parking Services.
- Refueling of gas-powered vehicles must be done at Fleet Services or at approved locations where gasoline in quantity is stored. EHS will affirm storage and dispensing requirements with the department when an approval request is received.
- EGUVs should not be used to transport gasoline, compressed gasses, any flammable/combustible materials, and/or hazardous waste. Maintenance activities are exempt from this regulation as long as threshold quantities are not exceeded and the vehicle is equipped with proper safety measures. Contact EHS for more details.
- Gas-powered utility vehicles shall not be stored, operated, or repaired within buildings, permanent structures or spaces underneath grandstands and bleacher seats unless such locations are specifically approved for this use by EHS. EHS will coordinate efforts with appropriate code officials and affirm the requirements for the approved locations.

2.2 Authorized Vehicle Operators

All Virginia Tech employees, students and approved volunteers who operate an EGUV must possess a valid driver's license and have read this policy. Vehicle operators are required to notify their department head immediately of any adverse change to the status of their driver's license (e.g. revocation, suspension, restriction) and cease operating EGUVs until the matter is resolved. Department heads must keep on file a copy of a signed FS-4 form for every operator of an EGUV (both employees and students), which indicates their acknowledgement of possessing a valid driver's license and the proper use of EGUVs. The FS-4 form is, at a minimum, a one-time requirement that must be kept on file while the individual is in the department and may operate an EGUV (including Fleet Services vehicles). The FS-4 form is located on the Fleet Services web page at www.fs.vt.edu.

Department heads must maintain a key control system that ensures only authorized personnel operate any EGUV assigned to their department.

2.3 Vehicle Parking and Security

EGUVs will be treated the same as a licensed vehicle for purposes of parking and will adhere to university rules and regulations governing parking and parking enforcement. University-owned EGUVs will only park in designated "Service Vehicle" parking spaces or another hard surface that has been approved by Parking Services. University-owned EGUVs should avoid parking on sidewalks but may be parked on the sidewalk as long as it does not block or restrict pedestrian traffic, or block entrances to buildings, stairways, handicap ramps or main thoroughfares. The only EGUVs allowed to park on turf will be vehicles being used to support grounds upkeep, with the exception of vehicles within the Police Department, Rescue Squad and Parking Services.

Personally-owned EGUVs will be treated as a licensed motorized vehicle on campus and must adhere to all traffic and parking regulations to include displaying an authorized parking permit and parking only in appropriately designated parking spaces based upon their permit status.

All reasonable means should be taken to deter the act of joy riding, or to delay, detain or detect a thief. The following actions should be taken whether the EGUV is being stored or parked temporarily or long-term:

- Never leave keys in vehicle when not in use.
- Ensure the parking/storage location is:
  - Well Lit
  - Visible to Traffic (vehicular and/or pedestrian)
  - Free of Concealment Areas
- Ensure the vehicle is secured with a minimum of:
  - 3/8" Chain or Cable (no slack)
  - Hardened Steel Padlock

3. Procedures

All procedures for EGUVs shall comply with University Policy 5500: State Vehicle Management (http://www.policies.vt.edu/5500.pdf); special considerations for this vehicle type are outlined in the following sections.

3.1 Purchasing and Acquisition

A FS-3 form is required to purchase an EGUV, except for those used by the golf course or those to be operated solely at the Virginia Tech Transportation Institute. This form is located on the Fleet Services web page at www.fs.vt.edu. A valid business use must be demonstrated prior to the acquisition of this type of vehicle. Departments are responsible for keeping all records relating to the justification of purchases.

Acquisitions of EGUVs will be coordinated through Fleet Services. Departments are responsible for notifying Fleet Services and the Fixed Assets and Equipment Inventory Services section of the Controller's Office for all acquisitions and/or changes of department ownership.

3.2 Inventory and Decal

All EGUVs should be recorded and tracked in the Fleet Services vehicle management system. Information will include the responsible department and a custodian, as well as the specific identification information (make, model, identification number and the assigned vehicle number) necessary to uniquely identify each unit. All units will be inventoried by Fixed Assets in the Controller's Office. All vehicles must have a unique inventory-control number decal affixed to the right side of both the front and rear bumpers. These decals can be obtained from Fleet Services

3.3 Ownership Transfer

If a department transfers an EGUV to another department, an Inventory Update for Fixed Assets form must be completed and sent to the Controller's Office. A copy of the form must also be sent to Fleet Services. The form must include the receiving department's Banner fund number. The inventory form can be found on the Controller's Web page at www.controller.vt.edu. More information related to the transfer of equipment can be found in University Policies 3950 Fixed Asset Accounting (http://www.policies.vt.edu/3950.pdf) and 3951 Transfer of Equipment from the University to Other Domestic Institutions (http://www.policies.vt.edu/3951.pdf).

3.4 Disposal

Unused equipment should be disposed of in accordance with the surplus property procedures. Surplus forms and instructions can be found on the Procurement web page at http://www.procurement.vt.edu/. For more information see University Policy 3955 Management of Surplus Material (http://www.policies.vt.edu/3955.pdf).

3.5 Exceptions to the Policy

Exceptions to the requirements of this policy may be granted on a case-by-case basis through a written request to the Vice President for Administration. Exceptions will be limited in nature and will be focused on experimental-type vehicles and rental vehicles used for short-duration events.

4. Definitions

Electric/Gas Utility-type Vehicles (EGUV): a light-weight, non-licensed vehicle of recreational or utilitarian design usually possessing four wheels and an electric or internal combustion engine. These vehicles are most commonly identified as a golf carts or utility-type vehicles such as a "Gator."

5. References

Code of Virginia §46.2-916.2
http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+46.2-916.2

Code of Virginia §46.2-916.3
http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+46.2-916.3

Code of Virginia §46.2-1081
http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+46.2-1081

Code of Virginia §46.2-1010
(http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+46.2-1010)

Virginia Tech Policy 3950, Fixed Asset Accounting
http://www.policies.vt.edu/3950.pdf

Virginia Tech Policy 3951, Transfer of Equipment from the University to Other Domestic Institutions
http://www.policies.vt.edu/3951.pdf

Virginia Tech Policy 3955, Management of Surplus Material
http://www.policies.vt.edu/3955.pdf

Virginia Tech Policy 5500, State Vehicle Management
http://www.policies.vt.edu/5500.pdf

6. Approval and Revisions

Approved August 19, 2011 by Vice President for Administrative Services, Sherwood G. Wilson.

Revision 1

- Updated to include exception for EGUV used only at Virginia Tech Transportation Institute.
- Technical updates to website links and department titles.

Approved July 20, 2016 by Vice President for Administration, Sherwood G. Wilson.