

Title/Subject: **OPERATION OF MOTORIZED UTILITY VEHICLES**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: April 2016

Contact for More Information: Safety Administrator – Risk Management, Environmental Health & Safety

Board Policy Administrative Policy Procedure Guideline

BACKGROUND

With the rising cost of gas and the increasing need to transport objects and equipment across campus in a timely and efficient manner, CMU has authorized the purchase and operation of Gators, Rangers, and other Motorized Utility and Low Speed vehicles to perform these tasks.

PURPOSE

The purpose of this Policy is to bring CMU into compliance with relevant portions of federal law; the Michigan Motor Vehicle Code; and any relevant local law; and to ensure that these MUVs are operated in a safe and efficient manner, and that they do not interfere with the orderly operation of CMU or campus life. Further, the purpose of this Policy is to safeguard the pedestrians and other members of CMU's campus community, as well as any members of the community at large who are present on CMU's campus, sidewalks, and roadways.

POLICY

This policy establishes rules for the use of all Motorized Utility Vehicles (MUVs), and also to those motorized vehicles defined as Low Speed Vehicles (LSVs) by the National Highway Safety and Traffic Administration (NHSTA) Standard 500 (49CFR Part 571.500), as incorporated into the Michigan Motor Vehicle Code (collectively, "MUVs"). This policy does not apply to any non-MUV or LSV that is licensed for operation on Michigan roads, or to non-MUV heavy equipment (i.e. backhoes, bulldozers). Each excluded vehicle type is covered by other operational policies or laws governing their usage. MUVs used in support of Central Michigan University sponsored activities include, but may not be limited to: golf carts, Gators, Mules, Rangers, and Toro vehicles. The intent is to establish proper safety procedures and practices, as well as promote and provide for a safer environment for students, faculty, staff, and visitors. All visitors wishing to operate an MUV on CMU's campus shall provide written assurance that they have read, understand, and will abide by this Policy.

PROCEDURE

All members of Central Michigan University's community are governed by this policy (faculty, staff, students, student employees, visitors, contractors). Any new vehicle acquisitions must meet the minimum safety features found in NHSTA Standard 500. All MUVs purchased by CMU after the adoption of this policy must have a top speed of 20 MPH or have governors installed so that their aftermarket top speed is 20 MPH. In certain limited cases, an MUV must have a larger capacity and top speed (for snow removal, equipment hauling, or the like). In these instances, such MUVs can only be purchased after obtaining approval from the appropriate VP. All vehicles must be equipped with "turf tires," rather than off-road or other types of tires. Vehicles owned by contractors and other non-affiliated departments, companies, corporations, etc., and operated on University property must also meet Standard 500.

Any Department that wishes to purchase an MUV for that Department's use must acquire the MUV through CMU's Purchasing Department, and the MUV must conform to the standards and requirements contained in this policy before purchase. Once an MUV is obtained, Purchasing will notify CMU's office of Risk Management to ensure that the MUV conforms to the standards and requirements contained in this Policy, as well as any requirements for the MUV contained in the Michigan Motor Vehicle Code with respect to its titling, licensing, and operation.

Authority: George E. Ross, President
History: New policy
Indexed as: MUVs; Gators; Rangers;

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Presently, there are three types of MUVs operating on CMU's campus. The first group ("Group A") consists of those MUVs that have a top speed of 20 MPH or less. These MUVs are considered ATVs by both state and federal law and thus cannot operate on public roadways. They must be operated "off road," and do not need to be titled or licensed by the state. The second group ("Group B") has a top speed of between 20 and 25 MPH. This group is subject to both state and federal law as "low speed vehicles" and can only operate on roads with posted speed limits of 35 MPH or less. They must be properly titled and licensed by the State of Michigan. The final group ("Group C") consists of MUVs with a top speed that exceeds 25 MPH. These are subject to Michigan law as passenger vehicles and can only be operated on streets and roadways. They must not operate on sidewalks or grounds. They must be properly titled and licensed by the State of Michigan.

Any and all MUVs that operate on CMU campus or property must prominently display a letter (A, B, or C) that corresponds to its designation as outlined in the previous paragraph. This letter shall be placed on the hood, on either side, and on the rear of the MUV. CMU shall provide temporary letter identifiers for visitors so that their MUVs can be identified appropriately.

All operators of MUVs (including operators who are visitors) must meet the following criteria before operating a vehicle on property under the jurisdiction of Central Michigan University:

Operator Requirements:

1. Must possess a valid Michigan driver's license. Full-time, out-of-state student employee/operators who have a valid driver's license from their state are exempted from the requirement of obtaining a Michigan driver's license.
2. Must be at least 18 years of age.
3. Must pass a driving record check conducted by RMEHS.
4. Must have effective use of all 4 limbs unless vehicle is modified.
5. Must have coordination between eyes, hands, and feet.
6. Must have freedom from known convulsive disorders or episodes of unconsciousness.
7. Must read the owners manual and any individual manuals that pertain to attachments.
8. Must have the ability to understand signs, labels, and instructions.
9. Must have completed a Central Michigan University sponsored MUV Safety Training Program. Training will include the signing of CMU's Statement of Understanding. Contractors/visitors: See #2 under Vehicle Operation Requirements.

Vehicle Operation Requirements:

1. An operator is accountable for ensuring that his/her own operation of MUVs is performed safely and within the parameters of this policy. Unsafe operation of MUVs can result in serious injury and/or death to the operator, passengers, or other persons.
2. CMU is not responsible for training contractors and/or visitors who operate MUVs; however, all contractors and/or visitors wishing to operate an MUV at CMU must sign a Statement of Understanding/Acknowledgement before operating an MUV on CMU property.
3. Operators must yield the right-of-way to pedestrians AT ALL TIMES. Operators are not to block the path nor limit pedestrian access on walkways.
4. Operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of MUVs.
5. CMU MUVs will not be operated on public roads or highways, except as designated below. All operators are prohibited from operating MUVs outside the boundaries of the University or any public thoroughfare immediately adjacent thereto.
6. Seat belts must be worn by operators and passenger if equipped with such.
7. Operators must use directional or hand signals before making a turn.
8. Operators must not overtake another MUV that is also in motion.
9. The speed limit for all MUVs not travelling on a street, parking lot, or any area not commonly traversed by pedestrians, is 10 mph; however, when pedestrians are present, the speed limit is 5 mph (approximately the speed

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- of a brisk walk). Operators are to use due caution in crosswalks. MUVs using pedestrian crosswalks do NOT have the right-of-way. Use only marked pedestrian crosswalks when crossing public streets and roadways.
10. The name of the CMU department and department identification number, along with the letter designation of the MUV type (see above) must be prominently displayed on CMU MUVs. Anyone who observes reckless or inappropriate operation of an MUV should notify the department supervisor, CMU Police, or Risk Management and Environmental Health and Safety (RMEHS).
 11. An operator (whether CMU, contractor, or visitor) must immediately report any accidents to CMU Police and to the operator's supervisor (if the MUV is a CMU MUV). CMU Police will forward MUV accident information to RMEHS. Any and all injuries to CMU employees or student employees caused by or related to operation of a CMU MUV must be reported to CMU's Workers Compensation hotline at (989) 774-7177.
 12. All vehicles must have the slow moving vehicle symbol (reflective orange triangle) prominently displayed on the rear of the vehicle.
 13. All vehicles must be equipped with "turf tires," rather than off-road or other types of tires.
 14. No operator shall wear radio or music headphones, or talk on, text with, or otherwise use cell phones while driving. Safe service and operation requires an operator's full attention.
 15. An operator shall never operate an MUV while standing; operators must keep hands, arms, feet, and legs inside of the vehicle when in motion.
 16. An operator shall never operate the MUV with the cargo box raised. Exceptions: when it's necessary to raise the cargo box while driving to spread a load, for example, as with Landscape Operations.
 17. Seating is provided for operator and appropriate passengers only; riders in the cargo box or other areas where seats are not provided are prohibited.
 18. Operators must avoid sudden starts, stops, or turns.
 19. Operators must always use a level turn around area.
 20. Operators must always set the parking brake when not in transit.
 21. Operators are responsible for an MUV's ignition keys for the period of time in which they are using the MUV. Keys must be removed from all unattended MUVs.
 22. No operator shall operate any MUV after sunset, unless the MUV is equipped with head and tail lights, and such lights are illuminated during operation.
 23. The MUV's pay load is rated on level ground; refer to manual for specific model load limits.
 24. Operators must be sure that any load is evenly distributed and securely anchored to avoid shifting. Cargo must not protrude from the sides of the MUV.
 25. Operators must never load above the load guard.
 26. When driving on uneven terrain, operators must reduce the load and the MUV's speed to maintain stability.
 27. Operators must follow guidelines for proper handling of all fuels, waste products, and chemicals.
 28. Operators must never store MUVs in non-approved areas such as a residential facility.
 29. Operators shall not drive an MUV while under the influence of alcohol, illegal drugs, medications, or other substances that cause drowsiness or inattention.
 30. Operators are to use extreme caution at all times. Stunt driving and horseplay is strictly prohibited.
 31. Failure to follow this policy may result in citation, appropriate disciplinary action, and/or suspension of the operator's MUV driving privileges.

ADDITIONAL RESPONSIBILITIES

Directors and Supervisors or Designated Person(s):

1. Are accountable for ensuring that all operators within their department understand and comply with the requirements of this **OPERATION OF INSTITUTIONAL MOTORIZED UTILITY VEHICLES (MUVs)** policy.
2. Will assure that all operators within their department receive required training and permitting as required by this policy.
3. Will assure that all operators in their department receive and read a copy of this policy.
4. Will train and discuss this policy annually.

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5. Will retain the employee's signed Statement of Understanding for the duration of employment. RMEHS will also maintain a copy.
6. Will assure that each vehicle owned by their department receives regularly scheduled preventative maintenance as recommended by the manufacturer. The departments owning MUVs are financially responsible for all maintenance and/or repair costs (labor, parts, and supplies).
7. Will assure that modifying or tampering with the vehicle's governor does not occur. This is prohibited and is a violation of Federal Law.

Departments that loan their MUVs to other departments are responsible for ensuring that procedures and training are completed for the department/employee accepting the MUV on loan. In addition, any damages sustained to the vehicle will be the responsibility of the department/organization utilizing the vehicle at the time damages were incurred.

Any violation of this policy by an individual may result in appropriate disciplinary action, including but not limited to: referral to the Office of Student Conduct (if the violator is a student); referral to Human Resources or Faculty Personnel Services (employee), referral to the organization in which the operator is a member (contractors and visitors); or referral to CMU Police (anyone for violation of traffic laws).

Any violation of this policy by a CMU Department, contractor organization, or visitor organization may result in corrective action, including but not limited to: removal of the MUV from the department, suspension of a visitor or contractor organization's ability to use an MUV on CMU's campus, or a permanent ban on a contractor or visitor organization's ability to participate in activities on CMU's campus.

*Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content.
This document supersedes all previous policies, procedures or guidelines relative to this subject.*