

Pacific University Cart/Gator Policy

Revised May 2018

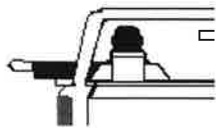
Authorized drivers

- **Carts/Gators are to be driven by authorized personnel only.** Cart/Gator operators must receive authorization and training as well as having their license on file at the Facilities Management Office.
- Students, temporary employees, community service workers, ARA staff, Chamber of Commerce and Rotary Club Members **may drive the cart/gator ONLY upon providing current Driver's License number, gaining approval for Insurance coverage, receiving orientation training, reading and signing below,** verifying understanding and compliance with the policy.

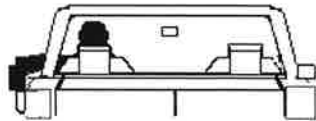
Rules of the road

- **Pedestrians have the right of way at all times.**
- Drivers must abide with the **no cell phone usage** while operating the cart/gator.
- A **5 MPH speed limit** exists on all university roads and walkways when within 20 feet of a pedestrian, blind corners or building entrances. Drivers should approach hills at a reduced speed and test brake before descending.
- **Driving the Golf Carts down the concrete ramps on Campus is prohibited.** This includes the Marsh Hall ramp, the ramp by Clark Hall, and the ramp on the east side of the Vandervelden Apartments.
- Cart/Gator operators must obey all motor vehicle rules when driving in University parking lots and on fire lanes open to motor vehicle traffic.
- **CARTS/GATORS ARE NOT ALLOWED IN THE GRASS OR PLANTING AREAS ON CAMPUS. They are to only be driven on cement/concreted surfaces.**
- As per City of Forest Grove Ordinance, carts/gators are **not allowed on any public sidewalk (i.e., outside perimeter of campus).** This includes the sidewalk in front of the Aquatic Center on Sunset Drive.
- Travel routes should be selected based on the **following order of this preference:**
 - a) University walkways, fire lanes and parking lots
 - b) Crossing of public roadways
 - c) Travel on public roadways (**limited to necessary and emergency travel only**)
- Drivers should limit travel across and on public roadways to those trips requiring the transport of tools, supplies or equipment. Carts/Gator should remain parked on the campus and only the driver should cross the street to deliver messages, supplies or to complete light repairs that require only one trip. **When traveling on the public roadways is necessary, keep cart/gator as far to the right as possible to avoid or hinder vehicular traffic.**

The use of driver hand signals is required on public roadways:



Left Turn



Slowing down or Stopping



Right Turn

Operation

- Only the driver and one front passenger are allowed in the cart/gator. **Never allow anyone to ride on the back of the cart/gator, sitting or standing.**
- **The Carts/Gators cannot be used for hauling bulky or heavy items.** The moving of desks, bookcases, and other large items needs to be arranged through EMS at www.myschoolbuilding.com.
- When hauling smaller items, you must secure them in some manner to avoid accidental release from the cart/gator during an emergency stop or turn.
- **Do not leave keys in an unattended cart/gator.**
- **No Smoking in the carts/gators.**

Parking

- Carts/Gators should be parked (except during active loading/unloading) so that they do not limit building exits or obstruct pedestrian travel on campus.

Maintenance

- It is the responsibility of the Facilities Engineering Department to maintain all the carts/gators for safe operation. All unusual noise or mechanical problems must be communicated immediately to the Facilities Engineering Department.
- It is the responsibility of the drivers to remove unneeded tools, materials and debris from the carts/gators they use on a regular basis and to keep them in a clean and orderly condition.
- To avoid unnecessary damage to the cart/gator and risk to the operator, carts/gators with mechanical problems should be parked by the operator and retrieved by qualified repair personnel.

Damage / Incident

- Report any damage or incident involving the cart/gator to Campus Public Safety immediately. Facilities Management office, open 8AM – 5PM, Monday through Friday must also be notified.

Violation of policies

- Any violation of policies will be addressed using University disciplinary guidelines.

THIS PORTION TO BE RETURNED TO FACILITIES MANAGEMENT OFFICE

I have received the Cart/Gator Policy for Pacific University. My signature verifies that I have reviewed and understand the policy and will observe all the rules pertaining to the operation of the carts/gators.

Print Name

Driver's License Number

Signature

____/____/____
Date

Verification of Cart / Gator Training.

To be completed by Authorized Facilities Staff

PRINT NAME

Signature

____/____/____
Date

