

# Pacific University Cart/Gator Policy

Revised March 2010

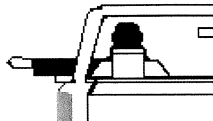
## Authorized drivers

- **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, receiving orientation training, reading and signing below**, verifying understanding and compliance with the policy.

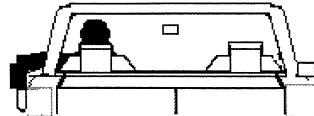
## Rules of the road

- **Pedestrians have the right of way at all times.**
- 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.
- 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).**
- 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 be left 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.**

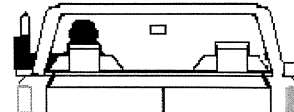
## The use of driver hand signals is on public roadways:



*Left Turn*



*Slowing down or Stopping*



*Right Turn*

### Operation

- Only the driver and one front passenger are allowed on the cart/gator. **Never allow anyone to ride on the back of the cart/gator, sitting or standing.**
- **Carts/Gators are not to be used for hauling bulky or heavy items.** The moving of desks, bookcases, and other large items needs to be arranged through [Scheduling@pacificu.edu](mailto:Scheduling@pacificu.edu). Smaller items being hauled must be secured in some manner to avoid accidental release from the cart/gator during an emergency stop or turn.
- **Keys are not to be left in an unattended cart/gator.**
- **Smoking is not permitted in the carts/gators.**

### Parking

- Carts/Gators are to 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 the all carts/gators for safe operation.
- 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.
- All unusual noise or mechanical problems must be communicated immediately to the Facilities Engineering Department
- 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

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

### Violation of policies

- Violation of cart/gator policies will be handled using University disciplinary guidelines.

## RETURN 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 with all rules pertaining to operating the carts/gators.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Hold Harmless Agreement

I agree to hold harmless, indemnify, and defend Pacific University, its employees, officers, students and agents from and against any and all liability or claims of liability arising out of the use of Pacific University Carts/Gators by \_\_\_\_\_ pursuant to this agreement.

(Group Name)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

### Verification of Cart/Gator Training

**To be completed by Authorized Facilities Staff**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Trainer