

Utility vehicle safety

Operator training program

UNIVERSITY OF MINNESOTA

Permissible use

Utility vehicles may only be operated:

- To transport people, equipment or supplies
- By an eligible utility vehicle operator
- When equipped with the “required equipment”
- On public roadways within the boundaries of each University of Minnesota campus
 - *Written authorization **must** be obtained from the appropriate party for use of roads outside of the University’s jurisdiction, including the transitway*
- On designated roadways only from sunrise to sunset
- On walkways or sidewalks in such a manner that they do not impede or interfere with normal pedestrian traffic, up to 5 mph
- At posted speed limits or less on the street
- With the utmost courtesy, care, and consideration for the safety of pedestrians who will be given the right of way at all times

Eligibility to operate

Requirements of operators:

- An eligible driver is;
 - 18 years of age or older
 - A part of the University community (student, staff, or faculty)
 - In possession of a valid U.S. or Canadian driver's license
 - Volunteers, contractors, visiting faculty & staff (etc.) may be authorized by a department to drive by completing a [Sponsored Driver Form](#)
- Obey all traffic regulations
- Operate vehicles in a safe and responsible manner
- Complete Utility Vehicle Safety Training prior to operation

Department responsibility

- The department operating the utility vehicle is responsible to:
 - Ensure operators complete training prior to operation of utility vehicle
 - Ensure safe operating practices and motor vehicle traffic regulations are followed
 - Ensure all utility vehicle operators meet driver eligibility requirements and are included in the DRA database by the department's DRA

DRIVER RECORD MAINTENANCE

ADD A DRIVER RECORD

Please fill in all the required fields and press **Confirm** when complete.

* Asterisk = Required Fields

Last Name *	<input type="text"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
University ID *	<input type="text"/> Enter digits
State *	<input type="text"/>
License No. *	<input type="text"/>
Expiration Date *	<input type="text"/> MMDDYYYY format
Phone No.	<input type="text"/>
E-mail Address *	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Confirm"/>	

Required equipment

Utility vehicles must be equipped with an official/approved “slow moving vehicle” emblem visible from rear.



Required equipment

Utility vehicles must be equipped with the following:

- Operable brakes
- Departmental identification displayed horizontally on each side and rear
- Lighted headlamps are required on utility vehicles operated during low light conditions between dusk to dawn

Operator procedure & performance

Utility vehicle operators are prohibited from the following:

- Hand-held use of a mobile device while driving in alignment with Minnesota law
 - Texting
 - Internet use
 - GPS use
 - Non-Bluetooth phone calls
- Use of radio/audio headsets or ear buds
- Smoking in or near utility vehicles
- Use for personal business

Operator procedure & performance

Pre-Trip Inspection must include:

- Tires
 - proper inflation and condition
- Puddles, leaks, odors, strange sounds or behavior
- Lighting
 - headlamps, tail lamps, brake lights and turn signals
- Brakes
 - work smoothly without noise or pulling
- Slow moving vehicle sign
 - in place and fully visible from the rear
- Equipment and supplies
 - adequately secured

Operator procedure & performance

Defensive driving:

- Stop at all “blind intersections” and then proceed with caution
- Yield the right of way to pedestrians
- Cross roadways at right angles at intersections
- Ensure other drivers have seen the utility vehicle prior to progressing - *Do not assume that motor vehicle drivers give “right of way”*
- Verify safety prior to all turns - look over the shoulder in the direction of travel prior to the turn to check for motor vehicles, pedestrians and bicyclists
- Ensure use of seat belts if utility vehicle is equipped

Operator procedure & performance

When operated on roadways, utility vehicles must obey all traffic laws.



Operator procedure & performance



What's wrong with this picture?

***Stopping for red light beyond
the crosswalk***

Operator procedure & performance



What's wrong with this picture?

*Operator crosses centerline
and drives into oncoming
traffic to park*

Operator procedure & performance



What's wrong with this picture?

***No "slow moving vehicle"
symbol provided***

Operator procedure & performance

Passenger safety:

Operators are responsible for the safety of their passengers including:

- Keep head, legs and arms within the cab
- Remain in seats
- Do not exceed manufacturer's load limits (number of passengers or weight)
- Use of seat belts if provided

Operator procedure & performance

Off road operation:

When utility vehicles are operated off of roadways, operators must:

- be aware of pedestrians and bicyclists
- avoid slopes if possible (when traveling on slopes, go up and down and not sideways)
- watch for uneven surfaces, drop offs and overhead clearance obstructions
- use curb cuts as a means of navigating from roadways to sidewalks or sidewalks to sidewalks. Jumping curbs can cause damage to the utility vehicle and compromise vehicle control.

Operator procedure & performance

Driving safety:

Utility vehicles must be driven at a safe speed given the operating conditions.

- Excessive speed requires a greater stopping distance and may cause tip over on corners.
- When operating on a roadway, maintain a safe distance behind other vehicles.
- When operating on a bike path, do not exceed the speed of the bicyclists.
- When operating on a sidewalk, do not exceed the speed of pedestrians.
- When approaching pedestrians, use extreme caution and give pedestrians the right of way.
- Sidewalks and pedestrian or bicycle pathways must not be blocked when parking or stopping.
- When leaving a utility vehicle unattended, the vehicle must be taken out of gear, ignition must be turned off and parking brake applied. Remove and secure the vehicle ignition key from unauthorized use.

Incident reporting

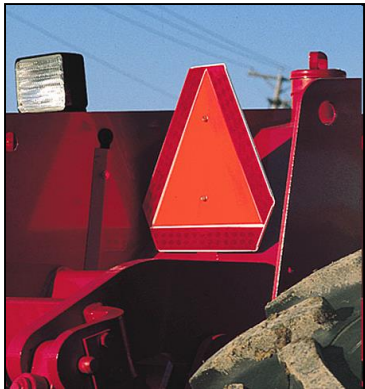
In case of an accident, utility vehicle operators must:

- Immediately report to your supervisor any incident involving a utility vehicle that results in bodily injury, property damage, or vehicular damage.
- If an injured party is not a University employee, a [Bodily Injury/Property Damage Incident Report](#) form must be completed and submitted to the Office of Risk Management (orm@umn.edu).
- If the injured party is a University employee, follow the reporting guidelines provided in the policy: [Reporting Workers Compensation Related Injuries](#).
- If University buildings and/or property is damaged, a Property Loss Notice – University Property form must be completed and submitted to the Office or Risk Management (orm.umn.edu). Damage less than \$10,000 is the responsibility of the department operating the utility vehicle.

A quiz...

Which of the following is an official “slow moving vehicle” symbol?

A.



B.



C.



D.



A quiz...

What is the maximum allowable speed when driving on sidewalks?

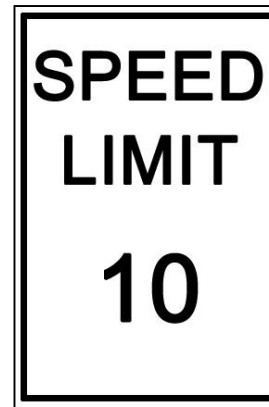
A.



B.



C.



D.



A quiz...

Which of the following is specifically prohibited while operating a utility vehicle?



A. Texting/emailing



B. Use of cell phones/walkie-talkies



C. Use of personal stereo with ear buds (i.e. “ipod”)

D. Talking to other vehicle occupants

A quiz...

Which of the following is NOT something you should do to prevent rollover type accidents?

- A. Pay attention to driving surfaces, and avoid hazards like pot holes, curbs, drops offs, soft spots, etc.
- B. Minimize speed, especially while turning
- C. Make sure all occupants lean in the opposite direction of turns
- D. Make sure all occupants remain seated with all parts of the body inside the perimeter of the vehicle



A quiz...

Which of the following is NOT something you should do if you have an accident?

- A. Determine if there are any injuries and call for emergency assistance if needed
- B. Report the incident to your supervisor immediately
- C. Fill out the proper reports, carefully detailing the circumstances surrounding the accident before your memory starts to fade
- D. Immediately retain an attorney so you don't get sued

