

MOBILE AND HEAVY EQUIPMENT SAFETY PROGRAM




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Environmental Health and Safety | Texas A&M University - Texarkana | Texarkana, TX 75503 | (903) 334-6794 | ehs@tamut.edu

1/18/2024

Texas A&M University – Texarkana

	Texas A&M University - Texarkana		
	Environmental, Health and Safety System: Mobile and Heavy Equipment Safety	Program:	Occupational Safety
		Doc. No:	OCCS-22-L2-S00-L00-001
		Rev No:	003.0
	Level 2	Date:	1/18/2024
Office:		TAMUT Office of Environment, Health and Safety	

Mobile and Heavy Equipment Safety Program

Approval

This Environmental, Health and Safety System Document was developed for use by TAMUT and has been reviewed and approved by the following approvers.


_____ *Signature on file* _____
 Interim EHS Mgr Date

_____ *Signature on file* _____
 Director of Risk Management Date

_____ *Signature on file* _____
 Chief of Police Date

_____ *Signature on file* _____
 VPFA Date

_____ *Signature on file* _____
 President Date

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Revision History

Change No.	Date of Change	Description of Change	Change Made by
Initial			
1	April 2020	Updated to UPD language	Matt Pope
2	August 2022	Updated formatting and driver responsibilities	Heather Vogt
3		Updated formatting, added language for multiple vehicle types, added various depts responsible for administration of vehicles, added UPD authority to revoke right to drive if unsafe	Jill Whittington


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INTRODUCTION

The use of All-Terrain Vehicles (ATVs), Utility Terrain Vehicles (UTVs), golf carts, LSV’s (Low-Speed Vehicles), and other wheeled vehicles or devices present unique hazards to individuals riding in the vehicles and to others nearby. The purpose of this program is to establish operations procedures and driver/operator responsibilities so that accidents and injuries may be prevented.

SCOPE

This program applies to all drivers of University ATVs, UTVs, golf carts and LSVs, personal transportation devices, and heavy equipment. State Motor vehicle laws and the NHTSA 500 guidelines regulate golf cart and ATV type motor vehicles.


MOBILE EQUIPMENT OPERATIONS

The use of personally owned mobile equipment vehicles (golf carts, ATVs, etc.) is prohibited on university property. Contractors may use equipment as needed for the scope of their work on campus. Additional exceptions may be granted at the discretion of the Office of the President. Third parties permitted to use equipment are responsible for providing adequate liability insurance and are responsible for adhering to all university safety regulations regarding the operation of the equipment.

All operational devices should be checked before operation of the mobile equipment. Failure of these devices or other mechanical problems must be reported immediately to the supervisor, and the vehicle must not be used. The supervisor shall report the problem to the University Police Department (UPD) as soon as possible. Call Ext. 6611.

The following rules must be followed regarding mobile equipment safety:

- University owned mobile equipment is assigned to home ownership departments. Each department is responsible for ensuring the safe working condition of their vehicles. Each department is responsible for ensuring that individuals driving their vehicles meet the training requirements outlined in this document.
- The maximum operating speed for all mobile equipment is 5 MPH on sidewalks and 15 mph on campus streets.
- Mobile equipment shall not be parked in fire zones, handicapped zones or in any place that would obstruct building egress. Whenever possible park in loading zones.
- These vehicles should not be driven under breezeways or porches that are connected to the buildings.


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- These vehicles shall not be driven on steps.
- These vehicles shall not be driven into any university building with the exception of the high-bay utility area of Central Plant.
- These vehicles shall not be driven onto sports venues and fields except in emergency situations. Vehicles may be used as lead and chase vehicles in cross country events.
- These vehicles shall not be driven off university property unless public streets are the only means to reach a valid worksite location.
- Mobile Equipment should not be driven over grassy areas unless necessary and should not be parked in the grass.

MOBILE EQUIPMENT DRIVER RESPONSIBILITIES

Responsibilities include:

- All members of the University community (student, staff, faculty, facilities and maintenance contractors) who operate any mobile equipment must be trained in proper operation and safety rules for the specific type of vehicle in use. The University Police Department will provide training. If assistance is needed to provide training, please contact EHS at (903)334-6794 or UPD at (903)334-6611.
- Members of the general public may NOT operate university owned mobile equipment. Third parties with a contracted relationship with the University may be permitted to operate their own mobile equipment with prior approval and documentation of liability insurance. Third parties are responsible for ensuring proper equipment training and adherence to all university safety rules regarding their use.
- University owned mobile equipment are to be used for university business only.
- The UPD will accompany the new driver on a test drive to ensure that he/she is a competent vehicle operator. The Mobile Equipment Operator Training Acknowledgement stating that the employee has received vehicle operations training for the specific type of vehicle must be signed by the employee and be maintained by UPD in a Mobile Equipment training file. UPD will also collect a photocopy of the operators current and valid driver's license. All drivers must have a valid driver's license and full awareness and ability to observe Texas motor vehicle laws.
- Training and verification of competency shall be valid for 2 years. After 2 years, the observation and review of these regulations must be repeated, a new Mobile Equipment Operator Training Acknowledgement must be signed, and a new copy of the driver's license must be filed.
- All occupants must use all safety equipment provided when operating mobile equipment.

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(i.e., if seatbelts are available, they must be used).

- Operators shall not wear headsets of any kind while operating these vehicles.
- Operators shall not use cellular devices of any kind while operating these vehicles.
- Operators shall use extreme caution when operating these vehicles. Accelerate and stop in a smooth action.
- **Pedestrians, bicycles and automobiles have the right-of-way.** Extreme caution and slow speeds shall be adhered to when operating on sidewalks or in pedestrian walkways.
- Operators should be diligent and pay particular attention to the needs of disabled persons. Limitations in vision, hearing and/or mobility can impair the ability of a disabled person to move quickly away from a golf cart or ATV.
- Do not leave ignition keys in an unattended vehicle.
- At no time should more than the recommended capacity is to be exceeded, either by number of passengers or the load limit of the vehicle. All passengers must ride in normal, seated positions.
- The use of tobacco products is not permitted while operating these vehicles.
- All occupants shall keep hands and feet inside the vehicle at all times.
- Any accident of any kind shall be reported to the UPD as soon as possible.
- If a driver is observed operating a vehicle in an unsafe or unapproved manner, UPD may issue a citation and/or revoke the drivers approval to drive all vehicles on campus.

PERSONAL TRANSPORTATION DEVICES

Responsibilities include:

- Bicycles, scooters, and other self-propelled personal transportation devices must follow all traffic laws.
- The operator is responsible for the safe use and proper use of personal transportation devices so as not to pose a risk or hazard to others while on university property.
- Personal transportation users must yield to pedestrians.
- The operation or use of personal transportation devices to perform tricks and stunts, including but not limited to jumping off or onto stairs, handrails, benches, etc. is prohibited.
- The use of personal transportation devices inside campus buildings is prohibited. This does not apply to devices used to assist with disability accommodation.
- Bicycles and scooters must be parked and secured at university provided bike racks only and may not be taken into university buildings. Items in violation may be impounded by UPD. Unclaimed items are also subject to impound and possible surplus sale at the discretion of UPD.
- Battery operated personal transportation devices may not be brought inside university buildings or charged on campus.

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HEAVY EQUIPMENT AND POWERED INDUSTRIAL TRUCKS

Rules regarding heavy equipment and powered industrial trucks:

- Heavy equipment and powered industrial trucks are generally not operated by university students, staff or faculty. Use of equipment by students, staff, or faculty must be approved on a case-by-case basis by the Environmental Health and Safety Manager.
- Contractors performing work on campus using heavy equipment and powered industrial trucks are obligated to observe all OSHA regulations related to the work performed.
- Use of heavy equipment must be isolated to prevent pedestrians from entering the work area.

ABBREVIATIONS, ACRONYMS AND DEFINITIONS

Mobile Equipment – motorized vehicles that are land based, not registered for use on public streets and are used for recreation and/or transportation on university property.


Low-Speed Vehicle (LSV) – a motor vehicle that is 4-wheeled and whose speed attainable in one mile is more than 20 miles an hour and not more than 25 miles per hour on a paved, level surface, and the GVWR is less than 3,000 pounds.

Gross Vehicle Weight Rating (GVWR) – the value specified by the manufacturer as the loaded weight of a single vehicle.

University property – campus and any other property owned or controlled by Texas A&M University-Texarkana

Personal transportation devices – includes mechanisms to transport an individual such as bicycles, scooters, skateboards, rollerblades, hoverboards, etc. This program does NOT apply to equipment used for disability accommodation.

Heavy Equipment / Powered Industrial Equipment – construction and industrial equipment used to convey or lift loads and/or move dirt such as forklift, mobile crane, excavation equipment, skid-steer, etc.

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MOBILE EQUIPMENT OPERATOR TRAINING ACKNOWLEDGMENT

A copy of this acknowledgement shall be completed for every authorized user and approved vehicle type.

I have read the A&M-Texarkana Mobile Equipment Program and received training in this document and demonstrated safe operation of _____ (mobile equipment type).

Operator Name (print) _____ Signature _____

CWID / UIN: _____

Department _____ Supervisor _____

I Certify that the above individual has completed training in this document and demonstrated safe operation of _____ (mobile equipment type). I also have collected a photocopy of the individual's current and valid driver's license, to retain on file with this acknowledgement.

Trainer _____ Date _____

EXPIRATION – 2 years from date of signature: _____