Unregistered Motorized Vehicle Safety Guidelines
Wellesley College Office of Risk Management & Compliance

I. PURPOSE

These guidelines provide guidance regarding the permissible use of unregistered motorized vehicles on the Wellesley College campus. It specifies the authorized users of unregistered motorized vehicles and addresses some of the associated risk management issues pertaining to unregistered motorized vehicle use.

II. APPLICABILITY

These guidelines apply to the use of golf carts and other 3 or 4-wheeled cart-type vehicles that are powered by electric or internal combustion engines (hereinafter referred to as “unregistered motorized vehicle” or “unregistered motorized vehicles”) by Wellesley College employees on the Wellesley College Campus. Any use other than official College business is expressly prohibited. These guidelines do not apply to tractors or other machinery. For guidance about the use of tractors or other machinery at Wellesley College, employees should contact their supervisor.

III. AUTHORIZED USE

The use of unregistered motorized vehicles at Wellesley College is limited to College offices/operating units (hereinafter “Office” or “Offices”) upon demonstration of a Valid Business Use. Valid Business Use is defined as “transporting personnel/equipment/supplies for the College or transporting members of the College community with temporary or permanent disability needs.”

Use of unregistered motorized vehicles for personal convenience or personal errands, other than for disability-related needs, is strictly prohibited.

IV. AUTHORIZED/PROHIBITED OPERATORS

Only authorized College employees, eighteen (18) years of age or older, may operate a College-owned unregistered motorized vehicle, provided the proposed operator possesses a valid driver’s license. The only students permitted to operate unregistered motorized vehicles are student employees with supervisor permission. Any Office allowing employees to use a College-owned unregistered motorized vehicle for College business use is responsible for assuring that a) operators possess a valid driver’s license and b) have received a copy of these guidelines.
Employees shall immediately notify their supervisor if their driver’s license is revoked or suspended.

Unregistered motorized vehicles are not to be operated for any reason by a) dependents of authorized operators, b) any persons not affiliated with the College or c) anyone not possessing a valid driver’s license.

V. SAFETY

**General:** Unregistered motorized vehicles shall not be operated in a manner that may endanger passengers, other individuals or damage Wellesley College property. All unregistered motorized vehicles must travel in the direction of the flow of traffic (when traveling on streets) and must obey all campus traffic regulations and signs. Pedestrians and cyclists have the right of way at all times and under all circumstances. Unregistered motorized vehicles shall maintain a distance of at least twenty (20) feet behind any pedestrian or cyclist. Operators of unregistered motorized vehicles which are not equipped with turn indicators shall use appropriate hand signals.

**Speed Limits:** On campus streets, operators shall not exceed posted speed limits for motorized vehicles. On campus sidewalks, operators shall not exceed the speed of pedestrian traffic present. Operators shall not attempt to pass pedestrians or cyclists at any time. If an operator of an unregistered motorized vehicle encounters a pedestrian or cyclist traveling in the opposite direction of the unregistered motorized vehicle, the operator shall come to a complete stop until the pedestrian or cyclist has passed.

**Passenger Limit and Load Capacity:** Occupancy shall not exceed the passenger limit and load capacity designated by the unregistered motorized vehicle’s manufacturer.

**Passenger Safety:** Passengers must keep their heads, legs and arms within the cab of the unregistered motorized vehicle. Under no circumstances is anyone to ride standing in or on the back of an unregistered motorized vehicle. The driver and passengers must remain seated in the cart, holding on, until the vehicle has safely stopped. Children must be accompanied by a responsible adult member of the College community in order to ride as a passenger in the vehicle.

**Passengers with Assistive Walking Devices:** Passengers who use assistive walking devices should sit in the front passenger seat of a College operated unregistered motorized vehicle in order to ensure maximum comfort and safety for the passenger.

**Modifications:** Unregistered motorized vehicles may not be modified without the approval of Facilities. Any modifications to unregistered motorized vehicles must be performed by Facilities.
**Cell Phones/Two-Way Radios:** Cell phone or two-way radio use by the operator is strongly discouraged while an unregistered motorized vehicle is in motion. The operator is prohibited from writing, reading or sending text-based communications while operating an unregistered motorized vehicle.

**Alcohol Use:** Operators may not drink alcoholic beverages before they enter an unregistered motorized vehicle or while operating the vehicle. Passengers may not drink alcoholic beverages while riding in the vehicle.

**Headlights:** All unregistered motorized vehicles must utilize headlights for operation after dark. Unregistered motorized vehicles that are not equipped with headlights may not be operated after dark.

**Fueling:** Wellesley College faculty/staff employees may fuel unregistered motorized vehicles themselves or they may choose to take the vehicles to Motor Pool for fueling by a Motor Pool employee. Student employees must take the vehicles to Motor Pool and fueling must be performed by a Motor Pool employee, not a student employee. Due to the difficulty of fueling unregistered motorized vehicles, which may involve removing the seat to access the tank which is next to the hot engine, operators of these vehicles must follow the aforementioned fueling guidelines.

**Parking:** Unregistered motorized vehicles must be parked at least 20 feet away from building entrances and exit ways.

VI. SUPERVISORY RESPONSIBILITY AND EMPLOYEE TRAINING

Supervisors shall ensure that every employee within their office who is authorized to operate unregistered motorized vehicles is appropriately advised of these guidelines. Supervisors shall obtain a statement (see Exhibit A) signed by each employee who has been authorized to operate unregistered motorized vehicles, attesting to their knowledge and understanding of the Unregistered Motorized Vehicle Safety guidelines and confirming that they have received and read the Unregistered Motorized Vehicle Safety PowerPoint presentation. Signed statements will be forwarded to Risk Management for record keeping and a copy of the statement will be kept by the supervisor of the employee.

VII. MAINTAINING/SECURING UNREGISTERED MOTORIZED VEHICLES

All maintenance of unregistered motorized vehicles will be performed by, and the maintenance records maintained by, Motor Pool.

Each office shall also ensure that its unregistered motorized vehicles are properly secured after hours and/or when not in use.
IX. ACCIDENT REPORTING

All unregistered motorized vehicle accidents and injuries must be reported immediately to Campus Police.

Additionally, College employees injured in an unregistered motorized vehicle accident in the course of College business should complete an Accident Reporting and Treatment (ART) Form (https://www.wellesley.edu/sites/default/files/assets/departments/humanresources/files/forms/workerscomp.pdf) and submit to Wellesley College Human Resources (HR) and Environmental Health and Safety (EH&S).
EXHIBIT A

Wellesley College Office of Risk Management & Compliance

Unregistered Motorized Vehicle Safety Guidelines and Training Acknowledgement Form

Employee Name (print):

Area of the College (print):

By signing below I acknowledge that:

· I have read and understand the Unregistered Motorized Vehicle Safety Guidelines.

· I have viewed and understand the Unregistered Motorized Vehicle Safety PowerPoint presentation.

· I understand the hazards associated with driving a Wellesley College owned or rented unregistered motorized vehicle and agree to abide by the safety guidelines.

· I have been provided with the opportunity to ask questions of my supervisor related to these guidelines.

Employee Signature ____________________________ Date ______________________

Employee’s Driver’s License Expiration Date (MM/DD/YYYY) ______________________

Supervisor Signature ____________________________ Date ______________________

· One copy is to be kept in supervisor’s file in employee’s area of the College.

· The completed form is to be sent to the College’s Risk Manager, 150 Green Hall.