



UTILITY VEHICLE SAFETY POLICY

1.0 INTRODUCTION

Utility vehicles (UTVs) are used on Simmons College (Simmons) campuses and Daly Field to transport equipment and people, patrol campus areas, and make deliveries. Simmons understands that the operation of UTVs may result in an injury of the operator, passenger, and/or pedestrians. Examples of UTVs include but are not limited to Golf Carts, Gator Utility Vehicles and All Terrain Vehicles (ATVs). Vehicles not covered in this policy are automobiles (cars and trucks), forklifts, lawn tractors, construction machinery, construction vehicles and Segways.

This policy establishes guidelines to follow with regards to UTVs and only applies to Simmons employees and authorized students. Contractors are not permitted to use Simmons UTVs and may use their own UTVs on Simmons' campus areas as long as they adhere to the requirements outlined in this policy.

UTVs may not be used for personal business such as home-to-work travel. Personal UTVs are not permitted on Simmons' campus areas. Each department, which has an UTV, is responsible for complying with this policy. Failure to adhere to this policy may result in suspension of the department's and/or authorized user's UTV privileges.

This policy was written to comply with applicable U.S. Department of Labor Occupational Safety and Health Administration (OSHA) regulations, Massachusetts General Law (MGL) Chapter 90B, 323 Code of Massachusetts (CMR) 3.00, and standards of care.

2.0 AUTHORIZED UTV OPERATOR

An authorized UTV operator is a Simmons employee or student, who meets the requirements of this section. UTV operators **MUST** have a valid United States Driver's license with no major traffic violations, which include but are not limited to:

- Operating the vehicle under the influence of alcohol or narcotics (DUI or DWI)
- Driving with a suspended, revoked or invalid license.
- Reckless driving or negligent driving.
- Speed race or drag race.
- Use of a vehicle to commit a felony.



International driver's licenses ARE NOT acceptable. No one under the age of 18 will operate a UTV at Simmons.

3.0 ROLES AND RESPONSIBILITIES

3.1 Authorized UTV Operator

Authorized UTV operator MUST:

- Adhere to this policy, as well as instructions/manual/training provided by the applicable UTV manufacturer.
- Agree to obey all motor vehicle traffic regulations while operating an UTV.
- Agree to operate Simmons' UTVs in a safe and responsible manner.
- Complete UTV Safety Training prior to UTV operation. See Section 5.0.
- Be employees or authorized students of Simmons.
- Be responsible for the security of the ignition keys during the time that the UTV is assigned to her/him.
- Complete the Pre-ride Safety Inspection Checklist prior to operating the UTV. Refer to Section 4.1 and Appendix A.
- Ensure transported passengers remain in seats designated for such use.
- Ensure the UTV passenger load does not exceed the passenger load limit and/or load capacity designated by the UTV manufacturer.
- Ensure passenger uses seat belt if it is provided on the UTV.

UTV operators are **PROHIBITED** from:

- Using mobile devices to text message, receive or respond to email, or access the Internet.
- Using mobile devices to talk on the phone.
- Smoking near or in UTVs.
- Using radio/audio headsets or ear buds when operating an UTV.
- Transporting hazardous materials (e.g., biological materials, hazardous chemicals, radiological materials) in UTVs.
- Parking in fire lanes, landscaped areas, handicap parking, reserved parking, within 20 feet of the main entrance/exit of any building in any manner that would impede normal flow of pedestrian traffic, and on sidewalks or ramps that would impede or block student traffic and handicap accessibility



Simmons' employees and authorized students will only operated the UTVs assigned to their department(s).

3.2 Department Supervisor or Head

Department supervisors/heads will assure that each employee and authorized student, who operates an UTV, is trained on this policy, meets the Authorized UTV Operator requirements, and attends the appropriate training as outlined in Section 5.0. (S)he is also responsible for:

- Obtaining a signed copy of the Utility Vehicle Safety Policy Acknowledgement Form from each employee and authorized student in their department, who operates a UTV. See Appendix B.
- Attesting to the employee's and authorized student's knowledge and understanding of this policy via the Utility Vehicle Safety Policy Acknowledgement Form.
- Developing a method to secure their UTV's keys to ensure that they are not misplaced, misused, or lost (e.g., sign-out log, secured locked box).
- Obtaining a copy of the Authorized User's valid driver's license.
- Maintaining the UTV Pre-ride Safety Inspection Checklists and UTV training records for their department.

3.3 Passengers

All passengers must:

- Be in seats designated for such use. No passengers are allowed to be transported in the bed or on the sides of the UTV with the exception of the transport of an injured person secured on a backboard. **ONLY THE ALLOTTED AMOUNT OF PASSENGERS SHOULD OCCUPY A UTV AT ANY TIME.**
- Keep their head, legs, and arms within the cab at all times while moving.
- Wear a seatbelt if UTV is equipped with one.

4.0 PROCEDURES

4.1 Pre-ride Safety Inspection Checklist

Prior to each use, the Authorized UTV Operator will be required to conduct a Pre-ride Safety Inspection Checklist. The checklist is provided in Appendix A. Completed checklists will be retained for a period of three years by the department using the UTV.



4.2 Defensive Driving

Due the size of UTVs, operators must drive defensively. This includes:

- 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 UTV prior to progressing. UTV operators must not assume that motor vehicle drivers give “right of way”.
- Verify safety prior to all turns. Operators must look over the shoulder in the direction of travel prior to the turn to check for motor vehicles, pedestrians, and bicyclists.

4.3 Off Road Operation

When UTVs 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 not sideways;
- Watch for uneven surfaces, drop offs, and overhead clearances obstructions; and
- Use curb cuts as a means of navigating from roadways to sidewalks or sidewalks to sidewalks. Jumping curbs can cause damage to the UTV and compromise vehicle control.

4.4 Driving Safety

UTVs must be operated in compliance with the manufacturer’s instructions and warnings, and driven at a safe speed given the operating conditions.

- Excessive speed requires a greater stopping distance and may cause tips over on corners.
- On a roadway, maintain a safe distance behind other vehicles.
- On a bike path, do not exceed the speed of bicyclists.
- 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 UTV 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.

4.5 Personal Protective Equipment

Personal protective equipment is strongly recommended when operating UTVs. The potential rollover



hazards require the use of a Department of Transportation (DOT)-approved helmet. In addition to helmets, boots, gloves, and goggles should also be worn.

5.0 TRAINING

Training is required every two years unless an accident warrants additional training. Section 6.0 defines accident.

5.1 Instructor Qualifications

If the training will be conducted in a classroom, then the instructor will conduct the course safely, ensuring that are reviewed during this training. Before teaching the course, the instructor must complete the ATV Safety Institute's (ASI) Rider Course Instructor Certification or another "train the trainer" course provided by other agencies or certifying organizations. The trainer must provide this training certificate to the department requesting the in-person training.

5.2 Content

The training must review the applicable OSHA regulations, MGL Chapter 90B, 323 CMR 3.00, standards of care, and the manufacturer's safety training for the UTV.

5.3 Documentation

Training must be documented using a sign-in form. The department using the UTV will be responsible for maintaining the training documents.

6.0 ACCIDENT REPORTING

An accident is defined as any incident involving an UTV that results in bodily injury, property damage, and/or vehicular damage. In case of an accident, UTV operators must:

- Immediately report the accident to their supervisor and Simmons' Public Safety.
- Complete an Incident Report form and an Incident Investigation form.
- If injured person is a Simmons' employee, report the accident to the Talent and Human Capital Strategy Department.
- If injured person is a Simmons' student, report the accident to Simmons' Health Services.
- If property is damaged, report the accident to Simmons' Buildings and Grounds Department.



7.0 REFERENCES

The following references were used to develop this policy.

- [University of Minnesota - Standards and Safe Operation of Utility Vehicles](#)
- [University of Missouri Guidelines for Safe Operation of Golf Carts/Utility Vehicles](#)
- [University of Texas at Dallas Golf Cart Utility Vehicle Policy](#)
- [U.S. Army Corps of Engineers Safety Inspection Checklist Utility Vehicles](#)
- [ASI's Webpage](#)
- [OSHA's Hazards Associated with All-Terrain Vehicles in the Workplace](#)
- [Amherst College's John Deere Gator Safety Policy](#)



APPENDIX A – PRE-RIDE SAFETY INSPECTION CHECKLIST

WARNING: Proper inspection may prevent serious injury or death. Failures of controls and other equipment are likely to cause vehicle accidents, and unreliable equipment can leave riders stranded in remote areas and/or under severe conditions. Always inspect your UTV before each use to ensure the equipment is in proper operating condition.

TIRES & WHEELS:

- Air pressure is in range stipulated on the tires.
- Tire condition is good, with no significant damage or extreme wear to treads or sidewalls.
- Wheels - Rim bolts/lug nuts and axle nuts are tightened and wheel bearings rotate smoothly.

CONTROLS & CABLES:

- Controls & Throttle – Cables are in their proper location; cables, pedals, & switches work smoothly.
- Brakes are adjusted properly and fluid at required level.
- Recoil Start and shifter are operational.

LIGHTS & ELECTRICS:

- Ignition switch operates properly and reliably.
- Engine stop switch kills engine.
- Lights function at both front and rear.

OIL, FUEL, FLUIDS & AIR FILTER:

- Oil in crankcase is at proper level, with no visible leaks in gaskets or engine casing.
- Fuel tank is full.
- Air filter is clean and not torn or blocked.
- Coolant is full, with no visible leaks.

CHAIN/DRIVESHAFT, CHASSIS, SUSPENSION & EXTERNAL EQUIPMENT:

- Check chain slack for free-play and lubrication.
- Drive shaft - Check for oil leaks and missing nuts and bolts.
- Shake handlebars, footrests, racks, etc. to ensure that nothing is loose.
- Check fasteners for tightness.
- Check cargo racks and frame for cracks and broken welds.
- Winches – Check for proper operation of controls, damaged cables, proper fairlead, and hook integrity.
- Tool boxes, liquid tanks, and other external equipment and loaded items are secured and in good repair.
- Trailer hitches are secured and of proper size and capacity.