

# Laredo College

## *UTILITY VEHICLE TRAINING GUIDE*

**Revised Edition**



## **I. Purpose**

The purpose of this training guide is to ensure that utility vehicle operators will be able to:

- (1) Identify the hazards that exist when operating a utility vehicle,
- (2) To prevent unnecessary damage or injuries that result from their misuse,
- (3) To identify the vehicle dynamics related to specific vehicle types and laws pertaining to operation on roadways.

## **II. Training Outline**

### **Driver Requirements**

- Be a LC faculty, staff, student employee or registered volunteer.
- Hold a valid driver's license from state of residence
- Complete the utility vehicle training offered by the Office of Safety & Risk Management

### **Initial Application Process**

If you need to drive a college vehicle as part of your employment here at Laredo College please fill out the two documents at the end of this booklet. Bring your driver's license to class

The first form – “Release of Driving Records” allows us to check your Texas driving records with the Texas Department of Public Safety in Austin. We will photo copy your driver's license as an attachment to this form in the space provided.

The second form-“Utility Vehicle Driver Approval” is used to verify that you took and passed the training. Your LC Driving Permit is good for four (4) years.

### **Driver's Permit Renewal**

When your permit is about to expire please fill out the two forms at the end of this booklet and bring your license and forms to the Employee Development office for processing.

A new LC permit will be issued once your driving record has been confirmed with the Department of Public Safety. Please apply about one month before your permit expires because we cannot guarantee the time DPS or we will takes for processing. If you have held your LC permit for eight (8) years you will be required to take the written test again.

### **Notice of non renewal**

If the Department of Public Safety gives notice that your driving record has acquired 10 or more points the college will withhold your permit.

Depending on the point count and violations on your record the college may place you on a driving improvement plan or take other actions it deems necessary.

## **Vehicle Operation**

### **Introduction to controls and their functions**

- Key Switch- enables you to switch the cart on/off
- Forward-Neutral-Reverse (FNR) Lever- allows you to select the direction of travel
- Accelerator Pedal- starts/stops the motor when depressed/released (electric only)
- Brake Pedal- stops the golf cart/utility vehicle when depressed. May lock in place to act as parking brake on some golf cart/utility vehicle/utility vehicles
- Parking Brake- Locks brakes on the golf cart/utility vehicle
- Horn- Used to get the attention of other drivers or as a warning
- Lights switch – Turns the Headlights, tail lights, and on some units the strobe light on.
- Turn Signal Switch- Turns the right and left hand turn lights on .

### **Before Starting**

- Walk around your unit make sure your path is clear
- Check for adequate tire inflation
- Inspect for fluid leaks
- Make sure that everything is properly secured and stored.

### **Starting the utility vehicle**

- Make sure that the parking brake is on
- Make sure that the F-N-R lever is in the neutral position
- Put the key in the ignition and turn to the “ON” position
- Put the F-N-R lever in the desired direction
- Release the parking break
- Depress the accelerator to drive the utility vehicle.

### **Driving the Vehicle**

- Pedestrians always have the right of way
- Elderly and handicapped individuals have priority in riding utility vehicle
- Be cautious when children are around the utility vehicle
- Always look behind the vehicle before backing up
- Keep all parts of the anatomy in the vehicle until it comes to a complete

stop

- Drive the vehicle only as fast as conditions allow.
- Avoid driving over sprinkler heads
- Slow down before turns. All turns shall be executed at reduced speeds  
Turns at high speed can lead to tip overs
- Approach sharp turns, blind corners, and other potentially hazardous areas with caution. Avoid going over or hitting curbs
- Avoid areas with wet or loose terrain
- Avoid traveling over steep grades
- Remain seated and hold on while vehicle is in motion.
- Buckle up if the unit has seat belts

### **Leaving the Vehicle Unattended**

- Park at least 20 feet from the entrance to any building or in a designated parking space
- Engage the parking brake
- Put the F-N-R lever in the neutral position
- Turn the key to the “OFF” position, remove it and take it with you
- Many of the utility vehicles have common keys – do not use a cart that has not been assigned to you or that does not belong to your department.

### **Liability Acknowledgement**

- Before successfully completing the utility vehicle training course, all drivers will be required to sign an acknowledgement form stating that they will be liable for any damage caused to the utility vehicles due to their personal misuse.

### **III. OVERVIEW OF LAWS**

#### **Laws pertaining to operation**

- The same laws that govern you on the freeways and highways of Texas govern what and how you drive on campus.
- Your LC Drivers Permit allows you the privilege to operate on roads and paths within property limits of the College.
- Must display slow moving vehicle placards or emblem
- Only operated on roads with speed limits of 35 MPH or less
- Operator must be on official business of the college
- Required to report IMMEDIATELY to LAW ENFORCEMENT any accidents, property damage, or injuries resulting from the operation of the utility vehicle
- Operator subject to Criminal, Civil, and Administrative sanctions for failure to comply with laws, rules and regulations.

#### **Other Considerations**

- Safely cross roadways
- Avoid high traffic (vehicle & pedestrian) areas
- Secure vehicle when not in use to avoid theft, damage or misuse
- Operator responsible to make sure vehicle is in safe working order before each use
- Operator responsible for reporting mechanical or equipment defects in a timely fashion
- Exercise extreme caution when using vehicle
- Be aware of surroundings and potential hazards
- Use vehicle only as prescribed.

The Texas Transportation Code permits the use of utility vehicles on the College campus within certain limitations. The College requires that the following procedures are followed when operating utility vehicles on campus:

- Carts must have no more than 25 horsepower
- Carts must be equipped with a "slow moving vehicle" placard on the rear of the unit
- Carts may only be operated on the road during the time between sunrise and sunset, unless equipped for operation on the highway (lights); the following is suggested:
  1. Headlights to be illuminated at all times, night or day

2. Equipped with turn signals and brake lights
  3. Equip carts with roof mounted white or yellow "strobe" light
- Carts are not to be operated on streets with posted limits higher than 35MPH
  - Carts can only be operated within the confines of the campus boundaries, carts may not be removed off campus with prior authorization from the college President.
  - Equip carts with roof and windshield to prevent road debris from striking the operator and passengers.
  - Require all employees assigned to carts to take the Safety/Risk Management familiarization course on the operation of the cart to be utilized once every four (4) years.
  - Primary routes should be confined to wide service drives/sidewalks; narrow walks are prohibited since a cart could force pedestrians onto the street or lawn area, placing them in harm's way.

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Revised 10-27-16 To include

1. DPS records check
2. Procedural changes for above
3. Easy renewal every 4 years Retest every 8 years
4. Non renewal

Revised 08-17-18 to include

1. Name change

**Approved By:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_