



## Small Utility Vehicle Program

Public Safety Department  
Environmental, Health and Safety (EHS) Division  
Standard Operating Procedure (SOP) #28

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# Lafayette College Small Utility Vehicle Program

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## **PURPOSE**

The purpose of this program is to ensure the safe operation of small utility vehicles on campus.

## **SCOPE**

This program applies to any employee who operates a small utility vehicle on campus.

## **RESPONSIBILITIES**

A. Department Heads will:

Hold the appropriate supervisors/individuals accountable for the responsibilities within this program.

B. Supervisors will:

1. Verify that the potential operator has a valid driver's license.
2. Provide initial operator training prior to operating the vehicle.
3. Provide refresher training as required in the Refresher Training section of this SOP.
4. Hold operators accountable for the safe operation of our vehicles.

C. Operators will:

1. Complete initial training prior to operating a small utility vehicle.
2. Complete refresher training as needed.
3. Obey all traffic regulations and safe operating procedures for small utility vehicles.
4. Inform the appropriate supervisor of any accident, near miss and/or problems with the vehicle.

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### TRAINING

Training shall consist of a combination of formal instruction (ie. lecture, discussion, interactive computer learning, video tape, written material), practical training (ie. demonstrations performed by the trainer and practical exercises performed by the trainee), and an evaluation of the operator's performance in the workplace.

A. Initial Training – operators will be trained in the following topics except in the topics which the supervisor can demonstrate are not applicable to safe operation of the small utility vehicle in the workplace:

1. Small Utility Vehicle – related topics:

- i. operating instructions, warnings, and precautions for the vehicle the operator will be authorized to operate;
- ii. differences between the vehicle and the automobile;
- iii. vehicle controls and instrumentation: where they are located, what they do, and how they work;
- iv. engine or motor operation;
- v. steering and maneuvering;
- vi. visibility (including restrictions due to loading);
- vii. vehicle capacity;
- viii. vehicle stability;
- ix. any vehicle inspection and maintenance that the operator will be required to perform;
- x. refueling and/or charging and recharging of batteries;
- xi. operating limitations;
- xii. any other operating instructions, warnings, or precautions listed in the operator's manual for the vehicle that the employee is being trained to operate.

2. Workplace - related topics:

- i. surface conditions where the vehicle will be operated;
- ii. composition of loads to be carried and load stability;
- iii. load manipulation, stacking, and unstacking;
- iv. pedestrian traffic in areas where the vehicle will be operated;
- v. narrow aisles and other restricted places where the vehicle will be operated;
- vi. ramps and other sloped surfaces that could affect the vehicle's stability;
- vii. closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
- viii. other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

B. Refresher Training - refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the small utility vehicle safely. Refresher training in relevant topics shall be provided to the operator when:

- i. the operator has been observed to operate the vehicle in an unsafe manner;
- ii. the operator has been involved in an accident or near-miss incident;
- iii. the operator has received an evaluation that reveals that the operator is not operating the vehicle safely;
- iv. the operator is assigned to drive a different type of small utility vehicle; or
- v. a condition in the workplace changes in a manner that could affect safe operation of the vehicle.

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### ***Do and Don't List for the Safe Operation of Small Utility Vehicles***

1. Pedestrians have the right-of-way on campus sidewalks at all times. Small vehicles must yield to pedestrians.
2. Landscape and turf areas are off limits to all vehicles except for approved ground maintenance equipment.
3. Small vehicles shall not be parked on sidewalks so as to block or restrict pedestrian travel. Small vehicles may park in designated service vehicle or regular car parking spaces.
4. Small vehicles are to be used only by authorized personnel and only for College business. Personal use is prohibited.
5. Passengers in small vehicles must be seated. Vehicle operators shall not permit passengers to ride in an unsafe manner (e.g., standing in the cargo area or riding in an attached trailer).
6. Keys shall be removed from vehicles when unattended.
7. Vehicles shall not be operated if service (foot) brake, parking brakes, or other critical components are inoperable or defective.
8. Ladders, pipes, or freight on vehicles must be flagged or otherwise marked at ends that extend beyond the vehicle body.
9. Reduce speed when negotiating corners and steep slopes.
10. Slow down for speed bumps and don't tamper with the governor.