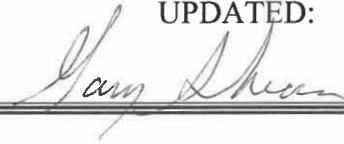

POLICY: I: 23—Utility Terrain Vehicle Safety
Procedure Review: Annually

DATED: December 1999
UPDATED: October 2024

APPROVED: Executive Director of Facilities and Construction:



I. PURPOSE

The purpose of this procedure it is to ensure Utility Terrain Vehicle (UTV) operators are informed of the hazards that exist when operating a UTV and to prevent unnecessary damage or injuries.

II. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction- Responsible for overall implementation of this procedure.
- B. Directors, Managers, and Supervisors - Responsible for ensuring employees in their area(s) who use or service UTVs receive required in-person safety training and forward documentation to Risk Management Safety Training Coordinator.
- C. Risk Management Safety and Training Coordinator - Responsible for assigning online training and retaining necessary documentation.
- D. Operators - Responsible for the proper utilization of the UTV in accordance with the manufacturer's specifications.
- E. Garage Employees - Responsible for providing necessary maintenance to the UTV vehicle(s) according to the manufacturer's specifications.

III. PROCEDURE

- A. Operators must have a valid driver's license and be at least 19 years old to operate a UTV.
- B. Operators are required to receive UTV safety training by a qualified instructor.
- C. Operation of UTVs on campus will normally be "off street."
- D. UTVs are not allowed in areas not designated by police and safety vehicle control policies.
- E. UTV occupancy will be limited to the manufacturer's specifications.
- F. Seat belts are to be used (if accessible) when UTV's are in motion.
- G. No modification shall be initiated or made to any UTV without written permission from the manufacturer.

- H. Operators will maintain the safe speed limit of the UTV and avoid any abrupt maneuvers to avoid turning the cart over.
- I. Smoking/vaping is not permitted while in the UTV.
- J. Use of headphones, cell phones or other devices that may cause a distraction are prohibited while UTVs are in use.
- K. Pedestrians have the right-of-way at all times and the driver of the UTV will come to a complete stop at cross walks.
- L. If any mechanical or safety issues are found, the vehicle shall not be operated until repairs are made. FM garage staff should be notified of the issues for repairs.
- M. If involved in an "off street" incident, the operator is to notify Campus Police and the FM Transportation office and file an [Automobile Incident Report \(AIR Form\)](#).
- N. If involved in an "on street" incident, the incident must be investigated as a state motor vehicle incident immediately by a Campus or State Police officer. If there is over \$1000 damage, a personal injury or death, it must also be submitted to the Virginia Department of Motor Vehicles. The incident must also be reported to the Transportation office.

IV. TRAINING

- A. UTV safety training shall include, but is not limited to, the following information in accordance with the manufacturer's instructions:
 - The procedures outlined in this procedure.
 - Responsibilities of those involved in the program.
 - An introduction to the UTV controls.
 - Pre-start inspection procedure for safety and mechanical failure.
 - Proper conduct for driving the UTV, while obeying safety regulations.
 - Steps to take when leaving the cart.
 - Refueling the cart.
- B. Training is to be documented and include the operator's name, instructor's name, date of training, brief outline of the training, and copies of any tests.