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

DATED: December 1999
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APPROVED: Executive Director of Facilities and Construction:



I. INTRODUCTION

The proper operation of powered utility terrain vehicles (UTV's) is required of Facilities Management (FM) employees. This procedure will act as the guidelines for FM employees who use UTVs for work purposes and/or service utility vehicles.

II. PURPOSE

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

III. 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.

IV. PROCEDURE

- A. Operators must have a valid driver's license and be at least 19 years old.
- 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. No modification shall be initiated or made to any UTV without written permission from the manufacturer.
- G. Operators will maintain the safe speed limit of the UTV and avoid any abrupt maneuvers to avoid turning the cart over.
- H. Smoking/vaping is not permitted while in the UTV.
- I. Use of headphones, cell phones or other devices that may cause a distraction are prohibited while UTVs are in use.
- J. Pedestrians have the right-of-way at all times and the driver of the UTV will come to a complete stop at cross walks.
- K. 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.
- L. 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 \(AIR Form\)](#).
- M. 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.

V. 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.