

# Driving on Campus



**Norfolk State University**  
**Facilities Safety and Risk Management**

# GROUND RULES

Please ensure you print and sign your name on the Attendance Log

Bathrooms are located,...

Please raise hand if you have a question.

Please silence all cell phones. Please leave the room if you must take or place a call.

Relax and enjoy!!!!

# What is Defensive Driving



It is a set of driving skills that allows you to defend yourself against possible collisions caused by bad drivers, drunk drivers, and poor weather. If you look ahead and keep your eyes moving, you will spot potential hazards more easily. Once you have identified a potential hazard and decided what to do, act immediately.



# Defensive Driving Video

- <https://www.youtube.com/watch?v=UnqOmbR2qNs> 8min
- <https://www.youtube.com/watch?v=K11S1S4C1qA> 9min
- <https://www.youtube.com/watch?v=Z6VzdobnkT0> 6min

# Defensive Driving



Don't make assumptions about another driver's intentions. If you expect drivers in parked vehicles to remain parked at all times, always yield at intersections, or remain in one lane at all times, etc., you risk being caught off guard when drivers do not do what's expected.

# Tips for Defensive Driving:



Plan ahead  
for the  
unexpected.

Be able  
to control  
speed.



Be prepared  
to react to  
other drivers.  
Break early.

Do not expect  
the other  
driver to do  
what you  
think he or  
she should do.





# Tips for Defensive Driving:



Never go on the Offensive. Road rage starts with one person's hostility and causes a ripple effect to other drivers.

Respect other users of the roadway.



Be aware of driving in special road and weather conditions.

Be alert and avoid distractions, e.g., cell phone use, eating.



# USE A SPOTTER WHILE BACKING UP!!!

Never back a vehicle when any mirror is covered with dirt, frost, snow or other substances that keep you from visually clearing the path the vehicle will take.



Assume that other vehicles or individuals do not see you coming.



Driver and spotter, if available, will conduct a walk around to identify possible hazards.



Establish eye contact with the guide before backing and keep the guide in sight at all times while backing. If you lose sight of the spotter, STOP and determine their location.





# USE A SPOTTER WHILE BACKING UP!!!

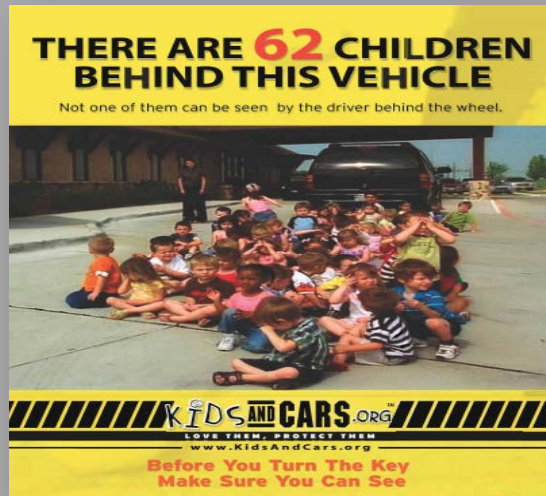
If you act as a spotter never assume that the driver can see you or knows where you are going.



Sound the horn prior to backing up if the vehicle is not equipped with an automatic backing alarm.



Back slowly and cautiously. Have complete control of the vehicle. Use the lowest possible gear or idle speed, and do not accelerate



# Introduction Video

- <https://www.youtube.com/watch?v=tP7O0JQr4Bg> 4 min
- [https://www.youtube.com/watch?v=39fkY\\_Q3kJQ](https://www.youtube.com/watch?v=39fkY_Q3kJQ) 4 min
- <https://www.youtube.com/watch?v=zzQK-cLeEh8> 4.30 min (Cartoon)
- <https://www.youtube.com/watch?v=6oNdcB1XDfQ> Music-Old School
- <https://www.youtube.com/watch?v=Oe9dYYX-iag> Music-Steppers

# Federal Laws and Code of Virginia Related to Low Speed Vehicles

- In 1998 the National Highway Traffic Safety Administration (NHTSA) established a limited set of safety standards for low-speed vehicles (LSVs) intended for vehicles used "to make short trips for shopping, social, and recreational purposes. To qualify as an LSV, a vehicle must have 4 wheels and a top speed of 20-25 mph. **COV-46.2-908.2** Each LSV must be equipped with headlamps, tail lamps, stop lamps, reflectors, mirrors (interior/exterior), a parking brake, a windshield, windshield wipers, speedometers and seat belts.
- LSVs are exempt from most federal safety standards that apply to motor vehicles, and they are not required to meet any criteria for vehicle crashworthiness.
- States, not NHTSA, are responsible for regulating the operation of motor vehicles on public roads and for handling LSV titling and registration.
- ***COV-46.2-300 Low-speed vehicles shall be operated on public highways and NSU University Campus only by persons who hold a valid driver's licenses.***



# NSU Policy Title: Vehicle Driver's License (47-01)

## VEHICLE DRIVER'S LICENSE POLICY CONTENTS

This policy establishes the requirement that employees, students, contractors and vendors who operate University-owned (including golf cart-type vehicles) and rental vehicles must possess a valid, verifiable driver's license from the Commonwealth of Virginia, state of legal residence or the District of Columbia appropriate for the type of vehicle being driven.

This policy complies with the Virginia Department of General Services, Office of Fleet Management, and requirement that the state agencies have a process which guarantees any person authorized by Norfolk State University to drive its state owned vehicles or rental vehicles used to conduct official University business must possess a valid driver's license. It also establishes a method for the University to identify driving restrictions or suspensions placed against the driver's license which may prevent the driver from authorized or continued use of University-owned or vehicles rented to conduct official University business.

This requirement also applies to individuals who operate rental vehicles for University special events. It is the operator's responsibility to notify the University or his/her employer of loss of driving privileges, restrictions or suspensions placed upon their driver's license.



# What is a GEM Cart?

Global Electric  
Motors (GEM)

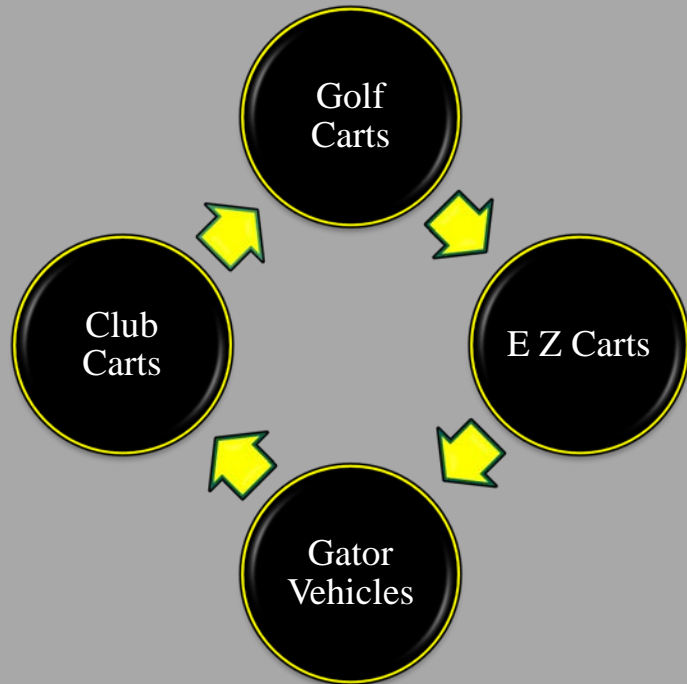
Can be operated  
on many streets  
with posted  
speed limits of  
35 mph or less.

Must comply  
with the  
NHTSA Low  
Speed Vehicles  
rules and  
regulations.





# What is a Utility Cart?



All users must  
have a current  
valid driver's  
license.

Golf carts and  
Gators are not  
permitted on  
public streets.  
Campus use  
only!

# Operating a Utility Vehicle

Always make sure that the vehicle is un-plugged from the power source before starting the vehicle.

When exiting, engage break, turn off engine and take key.

Call Mr. Byrdsong (284-0136), Mr. Sivels (328-4999) or Facilities Management at 823-2808 for all towing needs. Do not attempt to tow vehicle.

Walk around the vehicle and visually inspect the tires for proper air pressure and note /report any damage(s) that you observe.

Insure the vehicle has enough power before beginning your trip.



# Operating a Vehicle

Ensure the vehicle has enough gas before you begin your trip.

When exiting, engage break, turn off engine and take key.

Call Mr. Byrdsong (284-0136), Mr. Sivels (328-4999) or Facilities Management at 823-2808 for all towing needs. Do not attempt to tow vehicle.

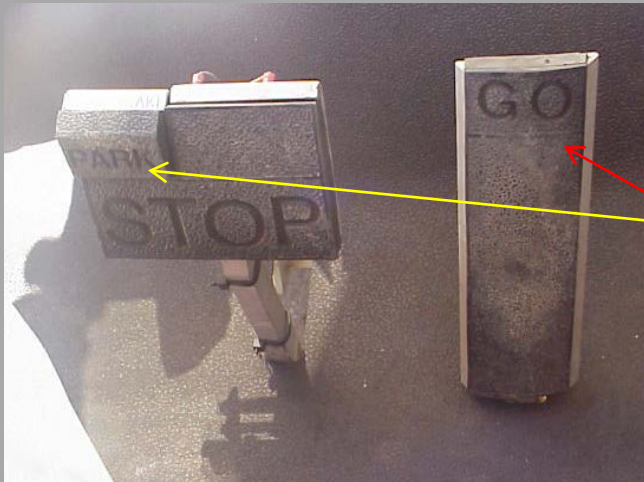
Walk around the vehicle and visually inspect the tires for proper air pressure and note /report any damage(s) that you observe.

Tickets and/or citations are the operator's responsibility.



# Operating a Utility Vehicle cont.

- The speedometer and odometer are standard (GEM cart vehicle) and displayed in a digital format.
- The gear shift indicator is displayed in R for reverse, DL (up to 15mph) for drive low and DH (up to 25mph) for drive high.



- The Golf Carts, EZ Carts, Club Carts and Gator vehicles are equipped with a standard accelerator pedal, brake pedal, and parking break.



# Operating a Utility (GEM) Cart cont.



- There is a risk of “rollover with this vehicle. **ALWAYS WEAR YOUR SEATBELT. IT’S THE LAW**



# Operating a Utility (Golf/Gator) Vehicle cont.



- The vehicle is equipped with a standard accelerator pedal, brake pedal, and parking break
- When exiting, engage break, turn off engine and take key
- **NOTE:** Golf Carts and Gator Vehicles are not permitted on public streets. Campus use only.



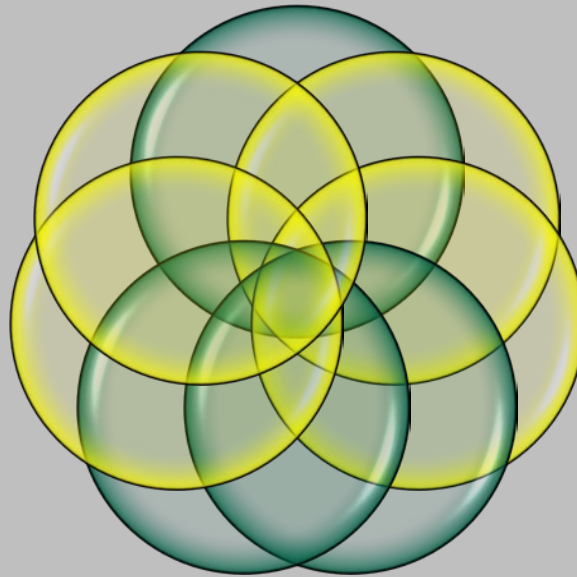
# Utility Cart Safety Guidelines

**Never exceed the  
vehicle  
passenger/cargo  
limit**

**Always balance  
and secure loads**

**Insure there are no  
personnel / objects  
behind you before  
reversing  
directions**

**Stop vehicle before  
reversing directions**



**Passengers are not  
permitted to ride in  
the cargo area**

**Keep arms and  
legs inside the  
vehicle while in  
motion**

**Set handbrake  
before leaving the  
vehicle**



# On-Campus Safety Guidelines



**Ensure load you are carrying is secure.**

**Be wary of students using headphones or texting while walking. They cannot hear you.**

**Never drive or park vehicle on the grass.**

**Do not park vehicle near building entrances or exits.**

**Never exceed campus speed limits (15 mph).**



**Never beep horn at pedestrians walking on walkways.**

- **NOTE:** Using a hand held device while operating a utility vehicle is prohibited.





# On-Campus Safety cont.

Students, Faculty and Guests have the right of way on all walkways and crosswalks. Do not beep horn or tailgate pedestrians.

Electric vehicles are quiet. Please be mindful that students, faculty and guest may not be able to hear you when you approach.

Be careful when traveling between buildings. Stop when moving in and out from buildings.



Use headlights and windshields wipers during inclement conditions

Avoid sharp turns and inclines at high speed. Vehicle could rollover.

# Driving on City Streets

Utility Cart drivers must obey all traffic laws “as with automobile”.

Do not operate carts on public sidewalks or grass.

No one is permitted to drive vehicles home, to get lunch or take care of personal business/errands.

Utility vehicles/vehicles are for NSU purposes only.





# Facilities Management

All employees must return all Utility Cart and Vehicle keys at the end of each day.

All vehicles must be locked within the motor pool or compound at the end of your shift.

All utility carts and vehicles must be cleaned daily.

All carts and vehicles are the property of NSU (State of VA). Carts do not belong to a specific person/employee.



Do not park any Utility Carts within the GEM cart area.

Do not block the dumpsters or park in the open space area within the Motor pool.

Do not park or block the green garage doors or the handy cap ramp area.

# Reporting an Accident or Damages



All accidents or incidents involving utility carts, service vehicles, GEM carts should be reported immediately to Campus Police at 823-8102, the supervisor of the department to which the vehicle is registered and Facilities Management (823-9142).



Do not attempt to tow any Utility Cart. Please move cart out of the way of traffic and call Mr. Byrdsong (Facilities Chief Mechanic) at 284-0136, Mr. Sivels (Facilities Mechanic) at 328-4999 or Facilities Management at 823-2808



Each Driver is required to conduct a vehicle walk-around inspection before and after trips. All damages must be recorded on the Vehicle Damage Report and submitted to the Chief Mechanic.

# Vehicle-Utility/Golf Cart Request Form

- This form must be filled out and submitted to the Department of Environmental Health, Safety and Risk Management for review. The form will then be forwarded to the Associate Vice President for Facilities Management for final approval.
- **NOTE:** A department should not take any action to purchase a vehicle on their own. No purchase should be made until approval is received from the Associate Vice President for Facilities. Facilities Management/Fleet Services will assist in obtaining the appropriate specifications for the intended vehicle.
- Contact Facilities Management for labeling Utility Carts.



## NORFOLK STATE UNIVERSITY Vehicle-Utility/Golf Cart Request Form

Please use this form to request and justify your department's vehicle/equipment needs. This form must be filled out and submitted to the Department of Environmental Health, Safety and Risk Management for review. The form will then be forwarded with comments to the Associate Vice President for Facilities Management for final approval.

**NOTE:** The department should not take any action to purchase the vehicle on their own. No purchase should be made until approval is received from the Associate Vice President for Facilities. Facilities Management/Fleet Services will assist in obtaining the appropriate specifications for the intended vehicle.

Date of Request: \_\_\_\_\_ Department: \_\_\_\_\_

Will this purchase replace old equipment? ☐ Yes ☐ No

If yes, what is the retirement or trade-in vehicle's number? \_\_\_\_\_

Justification for purchase of a vehicle: utility/golf cart and related charging stations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number of vehicles-utility/golf carts currently assigned to your department: \_\_\_\_\_

Proposed source of funding: \_\_\_\_\_

Person(s) responsible for vehicle(s): \_\_\_\_\_

Requestor: \_\_\_\_\_ Signature: \_\_\_\_\_  
Please Print

Utility/Golf carts will only be approved for departments demonstrating valid business use. Norfolk State University Procurement Office will not process any purchase requests without this form attached to your requisition.

### Approval

☐ Approved ☐ Denied

\_\_\_\_\_  
Associate Vice President for Facilities Management

\_\_\_\_\_  
Date



# ??? Questions ???



**THANK YOU, For Your Attention!**

***“BEHOLD THE GREEN AND  
GOLD!!!”***

***We Wish You Success in Your  
Career Here At  
Norfolk State University***