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 drivers 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.

Always use a spotter when driving in reverse.
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.

THERE ARE 62 CHILDREN BEHIND THIS VEHICLE
Not one of them can be seen by the driver behind the wheel.

kidsandcars.org
Before You Turn The Key
Make Sure You Can See

What the Driver Can See

What the Driver Sees
Introduction Video

- [https://www.youtube.com/watch?v=tP7O0JQr4Bg](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](https://www.youtube.com/watch?v=zzQK-cLeEh8) 4.30 min (Cartoon)
- [https://www.youtube.com/watch?v=6oNdcB1XDfQ](https://www.youtube.com/watch?v=6oNdcB1XDfQ) Music-Old School
- [https://www.youtube.com/watch?v=Oe9dYYX-iag](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?

- Golf Carts
- EZ Carts
- Club Carts
- Gator Vehicles

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.

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

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

Insure the vehicle has enough power before beginning your trip.

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.
Operating a Vehicle

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

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

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

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

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.
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
- Passengers are not permitted to ride in the cargo area
- Keep arms and legs inside the vehicle while in motion
- Always balance and secure loads
- Insure there are no personnel / objects behind you before reversing directions
- Stop vehicle before reversing directions
- Set handbrake before leaving the vehicle
On-Campus Safety Guidelines

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

- 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.
- Be wary of students using headphones or texting while walking. They cannot hear you.
- Ensure load you are carrying is secure.
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 park or block the green garage doors or the handy cap ramp area.

Do not block the dumpsters or park in the open space area within the Motor pool.
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.
THANK YOU, For Your Attention!

“BEHOLD THE GREEN AND GOLD!!!”

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