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| GEM Vehicle Usage Guidelines | |  |
| Approved By Executive Committee:  5.2.2023 | Date Presented to Quality Committee:  5.9.2023 | A yellow school bus  Description automatically generated with low confidence |
| Created: 11.3.17 | Reviewed: 11.7.17 | Revised: 4/2023 |
| Location: Administration/GEM Vehicle | | |

**Purpose:** To ensure the safe operation and usage of the Student Health Center (SHC) GEM vehicle on campus.

**Procedure:**

1. Those wishing to use the SHC electric vehicle must read, agree to, and adhere to this guideline prior to first usage.
2. The electric vehicle is to be operated with the utmost courtesy, care, and consideration for the safety of pedestrians and University property. Pedestrians shall always be given the right-of-way.
   1. Drivers must adhere to all applicable traffic laws and regulations when driving on public roadways.
   2. Driving on sidewalks is prohibited unless the operator is delivering or picking up supplies/equipment. Automobile roads must be used when traveling to and from locations.
   3. Vehicle operators are responsible for the security of vehicle entry and ignition keys during the time the vehicle is assigned to them.
   4. If the vehicle is unattended, the ignition must be disengaged, the key removed from the ignition, and in the possession of the authorized operator at all times.
   5. The handbrake must be set before exiting the vehicle.
   6. Always make sure the seat belts are secured for operator and all passengers before operating.
   7. Passengers will not occupy non-designated seats, and no more than one person may occupy each seat.
   8. At no time should the flat back portion of the vehicle be used to transport people or equipment.
   9. Equipment may be transported via the front seat floor, backseat floor, and rear extension carrier with tie down straps only.
   10. Operators will not exceed a vehicle speed of 25 MPH.
   11. Mobile phone or other electronic device usage while driving is prohibited.
   12. Operators shall not use vehicles on streets with speed limits over 35 MPH.
   13. Do not exceed the recommended load capacity of the vehicle (1150 lbs).
   14. Operators must not be under the influence of drugs or alcohol.
   15. Operators and passengers must not use alcohol, drugs, or tobacco products (including electronic cigarettes) in the vehicle.
3. At the end of each use, the operator is responsible for cleaning and returning keys.
   1. Operators are responsible for any and all trash, dirt, and messes.
   2. Eating is prohibited in the vehicle. If liquids are spilled in the vehicle, the operator is responsible for cleaning the vehicle before turning the keys in at the end of approved time period use.
   3. Keys must be turned in to SHC no later than the end of the reservation time. If it’s outside of SHC business hours, keys to be turned into the University Police Department.
4. All operators must be University employees and be approved as authorized drivers.
5. All operators must complete a safety training specific to this vehicle. No other vehicle training may substitute for training on this particular vehicle. This will be sent to the operator(s) via email at time of reservation confirmation.
6. The Student Health Center electric vehicle is covered for liability under the State’s Self-Funded Property Program (SSPP). Proof of insurance for the vehicle and operator is housed in the vehicle’s glove compartment and must remain there at all times.
   1. In the event of an accident, please notify University Police as soon as possible.
   2. A Vehicle Incident/Accident Report must be completed and submitted to the SHC office manager who will document the incident and submit all necessary information and paperwork to the University’s Risk Manager for processing.
   3. Any and all major or minor damages, including scratches and scrapes, must be reported at the end of each use on the Student Health Center GEM Vehicle End of Use Form.
   4. The electronic “GEM Vehicle Before Use Form” and “GEM Vehicle End of Use Form” must be completed with each use of the vehicle and can be found on the Student Health Center website. Completion is required by all vehicle operators.
7. Reservations will be accepted on a first come, first serve basis for University-sponsored events and functions.
   1. Reservations must be completed electronically via the “GEM Vehicle Rental Request” form on the SHC website.
   2. Reservations will be confirmed through email.
   3. Reservations may only be adjusted by designated individuals from the Student Health Center.
   4. Vehicle keys are available at the Student Health Center front desk approximately 15 minutes prior to the reserved start time. If outside SHC business hours, keys will be available at the University Police Department. A Titan ID must be presented for receipt of keys.
   5. Except in special circumstances, at the discretion of the Student Health Center, the vehicle will be unavailable for reservations from December 1 through March 1.
   6. The vehicle will be unavailable to reserve and/or drive if the temperature is at or below 0 degrees Fahrenheit.
8. The electric vehicle must be parked on hard surfaces such as asphalt and concrete and avoiding heavily traveled pedestrian areas. Do not block fire lanes, entrances to buildings, stairways, disability ramps, main thoroughfares, or fire suppression equipment.
   1. For long-term parking, including overnight and end of event usage, the electric car shall be housed in the Parking Ramp, spot 106.
   2. The vehicle must be plugged in for charging after each use.