

SHC Electric Vehicle Usage Guidelines		<small>UNIVERSITY OF WISCONSIN</small> OSHKOSH
Approved By: <input type="checkbox"/> Quality Committee <input type="checkbox"/> Executive Committee	Date Presented to Staff: 11.14.17	Effective Date: 11.14.17
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Location: Policy and Procedure Manual/Guidelines/SHC GEM Electric Vehicle Guidelines		

Purpose:

To ensure the safe operation and usage of the SHC electric vehicle on campus.

Policy:

1. Those wishing to use the SHC electric vehicle must read, agree to, and adhere to this policy 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 be given the right-of-way at all times
 - a. Driver must adhere to all applicable traffic laws and regulations when driving on public roadways.
 - b. 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.
 - c. Vehicle operators are responsible for the security of vehicle entry and ignition keys during the time vehicle is assigned to them.
 - d. 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.
 - e. The handbrake must be set before exiting the vehicle.
 - f. Always make sure the seat belts are secured for operator and all passengers before operating.
 - g. Passengers will not occupy non-designated seats, and no more than one person may occupy each seat.
 - h. At no time should the flat back portion of the vehicle be used to transport people or equipment.
 - i. Equipment may be transported via the front and backseat floor and rear extension wrap only.
 - j. Operators will not exceed a vehicle speed of 25 MPH.
 - k. Mobile phone or other electronic device usage while driving is prohibited.
 - l. Operators shall not use vehicle on streets over 35 MPH.
 - m. Do not exceed the recommended load capacity of the vehicle (1150 lbs).
 - n. Operators must not be under the influence of drugs or alcohol.

- o. 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.
 - a. Operators are responsible for any and all trash, dirt, and messes.
 - b. 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.
 - c. Keys must be turned in to the police station no later than the end of the reservation time.
- 4. All operators must be University employees and be approved as authorized drivers.
- 5. All operators must attend a safety training specific to this vehicle. No other vehicle training may substitute for training on this particular vehicle.
- 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.
 - a. In the event of an accident, please notify University Police as soon as possible.
 - b. 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.
 - c. 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 reservation website.
 - d. An electronic or paper checklist must be completed before and after use of the vehicle. The electronic form version can be completed on the Student Health Center website. Paper forms are available in the vehicle if an operator is not able to complete the electronic form via a mobile device. Completion of either the electronic or paper checklist is required by all vehicle operators for each use.
- 7. Reservations will be accepted on a first come, first serve basis for University-sponsored events and functions.
 - a. Reservations must be submitted through the GEM Reservation Form on the Student Health Center website.
 - b. Confirmed reservations can be viewed on the Google Calendar ("SHC Electric Vehicle") by designated operators of the vehicle. At least two staff members from each department authorized to use the vehicle will serve as the *designated operators* to view this calendar.
 - c. Reservations may only be adjusted by designated individuals from the Student Health Center and University Police.
 - d. Vehicle keys are available at the University Police station approximately 15 minutes prior to the reserved start time. A Titan ID must be presented for receipt of keys.
 - e. Except in special circumstances at the discretion of the Student Health Center, the vehicle will be unavailable for reservations from December 15 through March 1.

- f. 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.
 - a. For long-term parking, including overnight and end of event usage, the electric car shall be housed in the Parking Ramp, spot 104.
 - b. The vehicle must be plugged in for charging after each use.

I certify that I have read, I understand, and I will follow the GEM electric vehicle guidelines.

Signature _____ Date _____

Print Name _____

Supervisor Signature _____ Date _____
(for student employees)