

PROPER OPERATION OF ANY VEHICLES ON CAMPUS WALKWAYS

Stonehill College Policy & Procedures Facilities Management	Policy: Facilities Management Operating vehicles on campus walkways	Policy Number:A1.01	Date:1/4/06
		Last Effective Date =	Date:1/4/06
		Original Policy Number:A1.01	Date:1/4/06

I. PURPOSE

To maintain order, safety, and protection of the facilities, all exterior areas excluding roads and parking lots of the Stonehill Campus shall be kept clear of vehicles. Including but not limited to the following:

- Walkways and pedestrian pathways
- Turf and planting bed areas
- Asphalt, concrete or interlock surfaces in courtyards, patios and terraces.

II. GUIDELINES

University Vehicles

No University vehicle shall be permitted to be operated on walkways, pedestrian pathways, patios, terraces, etc. unless it is necessary to provide authorized (by Facilities Management) service to the community including, but not limited to, snow clearing, walkway cleaning or use of a small service vehicle for lamp or sign repair or other maintenance purpose.

Private Vehicles

Generally, a private vehicle is not permitted to be operated on, to stand on, or to be parked on a campus walkway, pedestrian pathway, patio, terrace, turf area, planting bed, or in a courtyard, without making appropriate prior arrangements with Facilities Management.

Contractors and Suppliers

Contractors and suppliers shall, during the contract tendering process, be informed of all the restrictions prior to any arrangement being finalized. It is the responsibility of the group or the individual sponsoring the event to communicate these policies to the appropriate parties. Special arrangements may be made under extenuating circumstances and with prior approval from Facilities Management for a vendor to operate on walkways for maintenance purposes.

III. DAMAGE ASSESSMENT

A vehicle operator shall be held responsible for any and all site damage costs attributed to malicious operation, standing or parking of vehicles on walkways, turf, or any other restricted areas. If for any reason the operator cannot be assessed restitution then the “sponsoring” Stonehill department will be assessed the appropriate cost for all damages.

IV. OPERATION

Where there is both justification and formal authorization given by Facilities Management for a vehicle to operate on a walkway, pedestrian pathway, patio, terrace, turf area, etc., the following practices shall be observed:

- The vehicle's full light package shall be turned on, and 4-way flashers activated.
- If so equipped, the vehicle's overhead beacon shall be activated.
- Movement of the vehicle shall not exceed 5 mph.
- The vehicle shall not drive through crowds of people. It shall sit and wait until the walkway is clear of pedestrians.
- The vehicle shall not cut corners and drive on turf.
- When reversing, the vehicle operator shall activate backup beepers. If there is a passenger in the vehicle that is backing up, then that person shall be required to get out of the vehicle and direct the driver.

V. SITE TOUR WALKTHROUGH

A site tour to inspect any proposed exception shall be conducted with the department representative and a member of Facilities Management prior to any arrangement being finalized. Facilities Management shall have the final decision making capability and will, after being properly advised as to the purpose and reason for exception decide whether to grant permission to allow access.

VI. COMPLIANCE

All users of the facilities are not only expected but are required to comply with all policies, procedures and regulations. Potential concerns, which threaten damage to property or injury to persons, may result in interruption or suspending an event until all concerns are properly remedied.