

## GUIDELINE 13. LOW-SPEED VEHICLES

### 1.0 PURPOSE

- 1.1** To provide for the safe operation of low-speed vehicles on campus.

### 2.0 SCOPE

- 2.1** This policy applies to all users of low-speed vehicles, including employees, students and contractors, within the Penn Patrol zone, which extends from 30<sup>th</sup> Street to 43<sup>rd</sup> Street (east to west) and Market Street to Baltimore Avenue (north to south), as well as within the Pennovation Works site.

### 3.0 DEFINITIONS

- 3.1** Low-Speed Vehicle: As used in this policy, this term includes golf carts, John Deere Gators, utility vehicles (e.g. Kubotas) and any other electrical, gas or diesel vehicle not registered with the Commonwealth of Pennsylvania for on-road use and not used for an industrial purpose (e.g., street sweepers, loaders, etc.).

### 4.0 POLICY

#### Purchasing and Equipment

- 4.1** University schools, departments, divisions and centers (hereinafter, "departments") may purchase low-speed vehicles only through Business Services Division (Purchasing Services Department) and only after receiving approval from the Low-Speed Vehicle Authorization Group (hereinafter, "LSVAG"), comprising representatives from the Division of Public Safety, the Office of Risk Management and Insurance, the Business Services Division (Purchasing Services Department) and the Office of General Counsel.
- 4.2** All purchased or leased low-speed vehicles must have required safety features as determined by the LSVAG, including a back-up alarm and seatbelts. All purchased vehicles shall display University marks or logos as approved by the LSVAG, in accordance with the Office of the University Secretary, and University registration number.
- 4.3** Golf carts may not be purchased and may be leased only for special events through a vendor approved by the Business Services Division.

#### Registration and Inspection

- 4.4** Any department using any low-speed vehicle must register such vehicle with the Office of Risk Management and Insurance. Registration includes vehicle identifying information and indication of ownership or rental, as well as a list of authorized drivers.
- 4.5** Each department must submit an updated inventory annually to the LSVAG.
- 4.6** Inspection of vehicles shall be required by the LSVAG.

### **Rules of Operation**

- 4.7** The speed limit on campus shall be 10 miles per hour, except in the portion of campus bounded on the north side by Walnut Street and on the south side by Spruce/South Street, including Smith Walk and Locust Walk, where the speed limit shall be 5 miles per hour.
- 4.8** Low-speed vehicles may not travel on sidewalks alongside highways within the Penn Patrol zone, unless crossing at an intersection.
- 4.9** Low-speed vehicles may not travel alongside any construction sites constraining the flow of vehicular or pedestrian traffic.
- 4.10** Low-speed vehicles may not be used later than one hour before sunset unless equipped with proper lighting. Proper lighting shall include headlights, taillights and rooftop strobe light. Golf carts may not be used later than one hour before sunset, or earlier than one hour after sunrise, irrespective of equipment.
- 4.11** Low-speed vehicles are to be used for University operations only and the transport of materials and are not be used by employees solely for the transport of personnel, except where approved in advance as a reasonable accommodation where more limited alternatives are unavailable. University students may not use low-speed vehicles except when performing work in furtherance of University operations or in connection with special events.
- 4.12** Low-speed vehicles may not carry a number of persons greater than that allowed by the available seating and seatbelts within the vehicle. Available seatbelts shall be worn by operators and passengers at all times.

### **Routes of Travel**

Each department registering or using a low-speed vehicle must submit to the LSVAG for approval proposed map of routes that may be used by authorized drivers, consistent with the following guidelines:

- 4.13** Low-speed vehicles shall minimize use of highways within Penn Patrol zone.
- 4.14** Market Street, Chestnut Street, Walnut Street, and Spruce/South Street may not be used for east-west travel through campus. Smith Walk and Locust Walk may be used for travel through campus. Numbered streets and walkways may be used for north-south travel through campus. Sansom Street may be used for westbound travel west of 34<sup>th</sup> Street. East bound travel through campus shall be by way of Locust Walk and Smith Walk.
- 4.15** Low-speed vehicles may be used on lower Walnut Street and within Pennovation Works and Penn Park.
- 4.16** Low-speed vehicles may not be used for travel between main campus and Pennovation Works.
- 4.17** Departments leasing or renting low-speed vehicles for purpose of special events (e.g. Commencement, Alumni Weekend) must submit a plan of use 30 days prior to the scheduled event for review by the LSVAG. Traffic patterns during special events shall be as determined by the Division of Public Safety.

### **Safety and Reporting**

- 4.18** All authorized users must undergo training conducted by the Division of Public Safety or the Office of Risk Management.
- 4.19** Authorized users must possess a valid (i.e. not suspended or expired) driver's license issued in the United States.
- 4.20** Any accident involving personal injury or property damage or any collision involving a low-speed vehicle and a pedestrian, another vehicle, or University property (irrespective of damage), must be reported immediately to the Penn Police Department (215) 573-3333. Penn Police will notify the Office of Risk Management and Insurance promptly after the accident information is gathered.
- 4.21** Any authorized user involved in a reportable accident or collision, or who has committed more than two infractions of this policy shall have his or her use privileges subject to review and suspension by the LSVAG.
- 4.22** The use of handheld portable electronic devices (including but not limited to cellular telephones, portable music players and headphones) while operating a low-speed vehicle is prohibited.

### **Responsibility**

- 4.23** Department supervisors are responsible for enforcing this policy, including administering discipline and/or revoking privileges for employees and students found to have violated the policy.
- 4.24** Overall responsibility for the interpretation and administration of this policy rests with the LSVAG, in conjunction with the Division of Public Safety.

## **5.0 CONTACT INFORMATION**

- 5.1** For emergencies contact PennComm at (215) 573-3333.
- 5.2** Non – emergency contact phone number at Fire and Emergency Services for questions concerning this Safety Guideline is (215) 573-7857 or [FES@publicsafety.upenn.edu](mailto:FES@publicsafety.upenn.edu)