

Procedure For Operating Unlicensed Motorized Vehicles On Walkways

Facilities & Services Policies, Procedures, and Guidelines

Purpose

The University of Illinois at Urbana-Champaign is committed to protecting the safety of its faculty, staff, students, and visitors on public walkways. The University also understands that some departments may have a need to operate unlicensed motorized vehicles (Gators, golf carts, club cars, etc.) on pedestrian walkways. The purpose of this procedure is to promulgate rules and responsibilities for safely operating unlicensed motorized vehicles on pedestrian walkways.

Owner: Engineering and Transportation; Safety and Compliance

Applicability

This procedure is mandatory and applies to all employees, staff, faculty, and students who use unlicensed motorized vehicles on the Urbana-Champaign campus. It also applies to the use of such vehicles on the Urbana-Champaign campus by all guests, contractors, entertainers, and other individuals sponsored by campus units. Unlicensed motorized vehicles used exclusively on University farms are exempt from this procedure, except that they must have identification plates as described below.

State Laws

Illinois State law prohibits driving unlicensed motorized vehicles on streets. Illinois laws (625 ILCS 5/11-1205 and 11-1008) also state in part that the driver of a vehicle on a sidewalk shall yield the right-of-way to any pedestrian.

Procedures

Deans, directors, department heads, unit heads, and supervisors of campus units that procure (by purchase or rental) and operate unlicensed motorized vehicles must ensure that the following procedures are implemented and adhered to for such vehicles used by their departments.

1. Driver qualification
 - a. Operators of unlicensed motorized vehicles must meet basic requirements for operating a motorized vehicle established by the State of Illinois, including but not limited to adequate vision and a thorough knowledge of Illinois traffic laws.
 - b. Operators of unlicensed motorized vehicles must possess a valid drivers' license issued in the United States or its territories. Departments using unlicensed motorized vehicles must review, record and maintain license information on all vehicle operators in accordance with OBFS policy; see <https://www.obfs.uillinois.edu/bfpp/section-15-travel/comply-unit-responsibilities-vehicle-use>.
 - c. Managers and administrators whose departments use unlicensed motorized vehicles have the discretion to prohibit persons from driving such vehicles if those persons are found to be in serious violation of any element of this procedure.
2. Driver training
 - a. Before any person may operate an unlicensed motorized vehicle on campus s/he must read and sign the Campus Unlicensed Motorized Vehicle Operators Brief (Appendix A).
 - b. It is the responsibility of the departmental management/administration to ensure that all operators of unlicensed motorized vehicles in their units have reviewed and signed the brief at least once before those individuals are allowed to drive the vehicles. The departmental

- manager/administrator will also be responsible for retaining documentation that their employees have completed the brief.
- c. A poster form of the operators' brief is included in Appendix B. This can be printed for posting in vehicle garages
3. Vehicle identification and registration
 - a. All unlicensed motorized vehicles operated by University staff, faculty, and students must be appropriately marked for easy identification.
 - b. Unlicensed motorized vehicles purchased by the University will be assigned a unique identification number by the Facilities and Services Garage. An identification plate issued by the Facilities and Services Garage will indicate the departmental owner along with a unique number for the vehicle. The identification plate must remain affixed to each vehicle at all times in a way that is easily visible.
 - c. Departments that use rented unlicensed motorized vehicles must ensure that those rental units have temporary identification plates that show the name of the sponsoring department and a number identifying the vehicle. The temporary identification plates must be affixed to the rented vehicles before those vehicles are driven.
 - d. Departmental owners are responsible for keeping track of the identification numbers for vehicles issued to or rented by them.
 - e. Departments should also be aware on a daily basis who is assigned to drive specific unlicensed motorized vehicles. This is important for ensuring that only qualified drivers operate these vehicles. This information should be maintained by the department.
 4. The following general rules must be observed by unlicensed motorized vehicle drivers at all times for safe operation:
 - a. Unlicensed motorized vehicles may drive on sidewalks when necessary to transit between work areas.
 - b. By Illinois state law, unlicensed motorized vehicles may not be driven on streets, except as necessary to safely cross streets at designated crosswalks. When crossing streets, these vehicles must use designated crosswalks and observe crossing signals.
 - c. By Illinois state law, vehicles on walkways must yield to pedestrians at all times in all instances. There is never an occasion when vehicles on walkways have right-of-way over pedestrians.
 - d. When driving on sidewalks unlicensed motorized vehicles may not exceed 10 mph.
 - e. Unlicensed motorized vehicles may only carry as many passengers as can be safely accommodated by the vehicle design, as stated in the manufacturer's documentation.

Responsibilities

Deans, directors, department heads, unit heads, and supervisors of campus units that procure (by purchase or rental) and operate unlicensed motorized vehicles are responsible for promoting their safe operation and ensuring that their staffs operate the vehicles in full compliance with this procedure.

1. Facilities and Services Garage
 - a. Issue permanent numbered identification plates for purchased unlicensed motorized vehicles and temporary numbered identification plates for rented vehicles.
 - b. Keep a registry of vehicle numbers and their departmental owners for vehicles owned by the University.
 - c. Conduct maintenance on unlicensed motorized vehicles purchased by the University as needed.
2. Departmental owners of unlicensed motorized vehicles
 - a. Maintain records of the vehicles owned and operated by their departments.
 - b. Ensure vehicles are properly maintained for safe operation.
 - c. Control access to vehicles to ensure that they are only driven by trained and qualified persons in accordance with all of the driver qualification procedures listed above.

- d. Ensure all drivers complete the Campus Unlicensed Motorized Vehicle Operators Brief and maintain records of signed briefing forms for all current operators.
- e. The operator brief and poster, as well as this procedure, can be viewed or downloaded from the Facilities & Services Transportation web site at <http://www.fs.illinois.edu/services/transportation-automotive>.

Contact: Occupational Safety and Health at oshs@illinois.edu, 217-265-9828.

Appendix A. Campus Unlicensed Motorized Vehicle Operators Brief

Campus Unlicensed Motorized Vehicle Operators Brief

University of Illinois-Urbana Champaign



Purpose

- ✓ This brief explains rules and responsibilities for operating unlicensed motorized vehicles on pedestrian walkways, including Gators, golf carts, club cars, etc., that are not designed or licensed to operate on streets.
- ✓ All drivers must review this brief before they can operate a cart on campus.

Illinois State Laws

- ✓ Illinois law prohibits driving unlicensed carts on streets.
- ✓ Illinois law requires that the driver of a vehicle on a sidewalk must yield right-of-way to any pedestrian.

Driver Training and Qualification

- ✓ Motorized cart operators must comply with Illinois requirements for operating a motorized vehicle: adequate vision and knowledge of traffic laws.
- ✓ Operators must possess a valid drivers' license issued in the United States or its territories.

Vehicle Identification

- ✓ Carts used by the University have an identification number issued by the Facilities & Services Garage.
- ✓ Identification plates specify the departmental owner, plus a unique number for each cart.

Rules for Driving Carts on Campus

- ✓ Carts may drive on sidewalks when necessary to transit between work areas.
- ✓ Carts may safely cross streets at designated crosswalks after observing pedestrian crossing signals.
- ✓ By Illinois state law, carts must yield to pedestrians at all times in all instances. There is never an occasion when carts have right-of-way over pedestrians.
- ✓ Carts may not exceed 10 mph on sidewalks.
- ✓ Carts may only carry as many passengers as can be safely accommodated by the vehicle design.

Remember...

- ✓ To someone walking on a sidewalk, a moving cart looks dangerous.
- ✓ **Be courteous. Stop or slow way down for pedestrians and bicycles. Give pedestrians and bicyclists plenty of room.**

For details see the UIUC Procedure for Operating Unlicensed Motorized Vehicles on Walkways, on the Facilities and Services web site at <http://www.fs.illinois.edu/services/transportation-automotive>.

I have read and understand the information in this brief.

Driver's Name: _____
(Print)

Driver's Signature: _____

Department: _____

Date: _____

Appendix B. Campus Unlicensed Motorized Vehicle Operators Poster

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