



Off-Road Vehicle Procedures

Office of Institutional Compliance & Risk Management

These procedures provide guidance for Vehicle Operators concerning the safe operation of all golf, utility cart-type, gator, or other Off-Road Vehicles (ORV) owned, leased, or rented by the University. Department heads/supervisors must create a process to ensure that Vehicle Operators of ORVs receive training in accordance with these procedures and adhere to the guidelines herein.

A. OPERATOR REQUIREMENTS

Operators must meet the following terms and conditions to operate an ORV:

1. Must be **18 years** of age;
2. Driver's license is **not** required;
3. Must receive training on ORV operating and safety procedures; and
4. **Only** Employees or volunteers with specific permission by the Office of ICRM may operate these vehicles.

B. TRAINING REQUIREMENTS

Operators must demonstrate the following knowledge and skills prior to operating an ORV:

1. Explain prohibited operating areas and parking procedures;
2. Explain occupancy and cargo requirements and pedestrian considerations;
3. Demonstrate speed adjustments – turns, crosswalks, and pedestrians;
4. Navigate on uneven grades/hills; and
5. Connect/disconnect trailers and maneuver (if applicable).

C. SAFETY REQUIREMENTS

Operators must comply with the following safety terms and conditions to operate an ORV.

1. Operators must know where they are permitted to drive an ORV:
 - Do not operate ORVs on off-campus streets or roadways;

- Avoid primary sidewalk routes during class changes;
 - Avoid the campus mall area unless working or making a delivery in the area; and
 - Avoid steep, muddy, or other potential hazard areas
2. Use headlights (if equipped) during hours of darkness or low visibility
 3. Do not wear headsets or ear buds while operating vehicles unless operating in a noise-hazard area.
 4. Do not use cell phones without hands-free device or text while operating vehicles.
 5. Reduce speed and sound the horn (if equipped) when turning around buildings or other blind spots.
 6. Use cross walks when crossing streets, parking lots, or entrances.
 7. Do not try to pass other ORVs or motor vehicles.
 8. Do not operate ORVs from dusk to dawn without operational headlights and taillights.
 9. Drivers and passengers must adhere to the following occupancy guidelines:
 - Vehicles may carry only the maximum numbers of people the manufacturer permits;
 - Keep arms and legs inside the vehicle;
 - Remain seated until the vehicle has safely stopped;
 - People are prohibited from riding in the utility bed of the vehicle; and
 - All loads will be secured (bungee cord, rope, etc).
 10. Operators must exercise the following when in close proximity to pedestrians:
 - Slow down;
 - Always yield the right of way to pedestrians;
 - Do not try to pass pedestrians on the sidewalk; and
 - Do not block the path or limit pedestrian's access to walkways or crosswalks.
 11. Operators must comply with the following guidelines when parking an ORV:
 - Remove the keys and set the brake and
 - Do not block handicap access and/or parking spots.

Please contact the Office of ICRM at 325-674-6142 or risk@acu.edu if you have any questions concerning these procedures.