



FERRIS STATE UNIVERSITY
PHYSICAL PLANT

Effective: 12/03

Operation of Motor Vehicles on Campus

Policy objective

To promote the safety of the campus community.

Policy Statement

Operating motor vehicles and parking on sidewalks is a safety concern. Driving and parking on sidewalks is only permitted for the following reasons:

1. Emergencies
2. Loading and unloading equipment and/or materials and only for the time required for the loading/unloading operation.
3. Performing required maintenance/construction in which access to the work is not possible or feasible any other way (i.e., grounds related work, servicing site lighting, etc.). If there is any question, employees should check with their supervisor first.

Application

This policy applies to all Physical Plant departments.

Policy Requirements

It is the responsibility of all departments to promote the safety of the campus community.

Procedure

In limited situations in which driving and/or parking on a sidewalk is unavoidable, extreme care should be taken to avoid blocking or restricting access to building entrances, fire hydrants, etc. Additionally, care should be taken to avoid damaging lawns and other landscaping.

Employees are also reminded that under no circumstances are vehicles to be left running while unattended. Keys are not to be left in unattended vehicles.

Monitoring

In monitoring a department's administration of this policy, the Department of Public Safety will be policing vehicle traffic on sidewalks and may issue traffic tickets to those violating the above guidelines. The employee who receives the ticket will be personally responsible for resolving any ticket they may receive.

Inquiries

Inquiries about this policy should be referred to the responsible administrative personnel in each respective department who, in turn, may direct questions regarding policy interpretation to the Associate Vice President for Physical Plant.