



# FERRIS STATE UNIVERSITY

## SAFETY, HEALTH, ENVIRONMENTAL AND RISK MANAGEMENT

### On-Road Low Speed Vehicle Program

#### Purpose

To provide administrators and supervisors with guidelines to follow when training vehicle operators in the proper and safe driving practices for on-road low-speed vehicles (LSV). The LSV manufacturer maintenance program and pre-trip safety inspections assist in ensuring that vehicles are maintained to minimum safety standards.

#### Policy

It is the policy of FSU to establish a program that provides the operators of electric or gasoline-powered LSV with the following:

- Adequate operator training so that the LSV may be operated in a safe manner.
- LSV's that are mechanically safe to operate on campus.
- An understanding of the legal requirements for driving LSV's on public roads

#### Definitions

**Low-Speed Vehicles (LSV)** are motor vehicles that are capable of top speeds of 25 mph. LSV's ARE LICENSED TO OPERATE ON public streets posted 35 mph or less that are adjacent to FSU facilities. LSV's may NOT operate on sidewalks or other non-improved surfaces. [See MICHIGAN STATE LSV LAWS summary document]

#### Responsibilities

##### Safety, Health, Environmental and Risk Management (SHERM)

1. Develop and administer the procedures relating to the On-Road Low Speed Vehicle Program.
2. Coordinate the program with all affected campus departments.
3. Ensure departments are administering the program through periodic audits.
4. Review this program for possible revisions.
5. Provide relevant information about the safe operation of LSV's.

## **Departments that use LSV's**

1. Ensure that all vehicle operators complete the training prior to operating an LSV.
2. Annually review "Rules for Safe Operation of LSV" with all LSV operators.
3. Monitor the driving habits of employees. [see Transportation & Travel Policy]
4. Purchases of LSV through Physical Plant – Business Services (Motor Pool) is the method of acquisition. This ensures the LSV is licensed and insured by the University.
5. Ensure department LSV's are maintained according to the Manufacturer Maintenance Program.
6. If an incident occurs with an LSV:
  - a. Report all accidents using Motor Vehicle Loss Report and Incident Report Forms.
  - b. Send completed forms to SHERM / Motor Pool as directed on the form(s).
  - c. Incidents involving severe injury or property damage immediately call Emergency Services / SHERM / Motor Pool.

## **Employees**

1. Abide by the rules and regulations of motor vehicle operations.
2. Report defects, incidents and safety issues to their supervisor.

## **Physical Plant – Business Services (Motor Pool)**

1. Review LSV requests for proper safety equipment (i.e. seat belts, horn, windshield). The Michigan State LSV Laws will be used in the selection of LSV's when purchasing to ensure that all new LSV's purchased meet minimum safety standards.
2. Administer the LSV maintenance program with the owner department.

## **Training - Rules for Safe Operation of LSV**

The supervisor, prior to allowing the operation of the LSV, will complete LSV training with each operator. Note: this training is in addition to the SHERM Defensive Driving available on-line. Minimum operator training elements include:

1. Discussion of limitations of and associated hazards of operation of an LSV.
2. Ensure that the driver has met the minimum requirements for operating a University vehicle. [see Transportation & Travel Policy]
3. Drivers must have a valid State Driver's License.
4. The driver has completed Defensive Driving training.
5. Provide the employee with a copy of Rules for Safe Operation of Low-Speed Vehicles.
6. Operators must understand all LSV & motor vehicle rules.

7. Review the Pre-Trip Safety Inspection requirements
8. Review the basics of operating the LSV with the employee.
9. Ensure that the driver knows the location and proper operation of the following:
  - a. Lights, turn signal, and horn location.
  - b. Emergency brake location and operation.
  - c. Accelerator and brake pedal operation.
  - d. Forward-Reverse switch location and operation.
10. LSV seatbelts are required to be worn by all vehicle occupants.
11. Each vehicle occupant requires a seatbelt.
12. No smoking in university-owned vehicles.
13. The LSV shall ride as near to the right side of the roadway as practicable.
14. The LSV shall not pass between lines of traffic but may pass on the left of traffic moving in the same direction on a 2-way street, or pass on the left or right on a 1-way street.
15. LSV's are **NOT** permitted on a sidewalk constructed for use by pedestrians. [see Operations of Motor Vehicles on Sidewalks and Lawns]
16. LSV maximum speed not to exceed 25 miles per hour.
17. LSV's shall not be operated on a road or street with a speed limit of more than 35 miles per hour.
18. Crash Helmets are required by the operator and each passenger. This requirement does not apply to an LSV equipped with a roof that meets or exceeds the standards for roof-crush resistance as acceptable to the State of Michigan.
19. LSV's are Motor Vehicles and are subject to all laws relating to the operation of Motor Vehicles.
20. Operators are responsible for pre-trip safety inspections of LSV's.
21. Additional LSV specific manufacturer resources.
  - a. GEM training video: <https://youtu.be/4ghjowt6kO4>
22. The supervisor will retain a signed copy of the operator's training certification in department files as long as the employee remains an active LSV operator.

## **Pre-trip Safety Inspection**

Prior to operating LSV's, a Pre-Trip Safety Inspection is performed by the operator:

1. Check tires for proper air pressure.
2. Check the accelerator pedal for a smooth and non-binding operation.
3. Check lights.
4. Check brakes for proper operation.
5. Check seatbelts.

6. Check and adjust mirrors.
7. If any of the checked items are not functioning properly, remove the LSV from service until repairs are completed.

## **Maintenance Program**

1. All powered carts and LSV must undergo an annual safety inspection conducted by the Physical Plant – Business Services (Motor Pool) or designated contractor.
2. Follow manufacturer recommended maintenance for all LSV's.

# Training Certification Form

I understand and have received information about the On-Road Low Speed Vehicle Program. This training was provided as an orientation to these topics and I understand that additional training may be necessary based on my job assignment(s). If any questions arise pertaining to safety, health or environmental issues, I will direct them to my immediate Supervisor. As an employee of Ferris State University, I have reviewed the Low Speed Vehicle training and will immediately notify my Supervisor in the event of an injury, accident or other issues in relation to the operation of LSV's. No set of rules can cover all possible situations that may arise. Employees will be expected to act in a reasonable manner under the circumstances, based on commonly accepted standards of conduct.

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Employee Name (sign)

(print)

Date

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Trainer/Supervisor (sign)

(print)

Date