UIT Vehicle Safety @ UH

**Before driving a vehicle**

* Become an authorized user by completing a Motor Vehicle Record Evaluation
* Be familiar with all policies regarding vehicle and cart use
	+ Fleet Management Plan – MAPP 03.01.04
	+ Pedestrian Safety – SAM01.C.15
	+ UIT Fleet Management and Operations Plan
* Complete online training via TAP

**Getting (and staying) authorized**

* Have a completed Motor Vehicle Record Evaluation on file
* Have a valid State of TX Driver’s License
* All traffic citations and vehicle related violations must be reported to your supervisor (even when driving a non-campus vehicle)
* Immediately notify your supervisor if your driver’s license is revoked
* Notify your supervisor via email and copy pjgrizza@central.uh.edu with any vehicle maintenance or safety issues

**Parking a cart**

* If a cart parking space is available it should be used
* Do not park within 25 feet of a building entrance except for loading and unloading of equipment
* Parking on grass or landscaped areas is prohibited unless previously approved
* Do not park in any way that obstructs the flow of pedestrian traffic
* Do not park within 15 feet of a fire hydrant or 5 feet of artwork

**Driving a cart**

* Driving on landscaped areas is prohibited
* Use extra caution when driving on or crossing streets
* Come to a complete stop when entering an area with blind spots

**Interacting with pedestrians**

* Pedestrians have the right of way at all times
* The speed limit is 10 miles per hour when in view of pedestrians
* Do not drive on sidewalks or pathways that are too narrow to accommodate both vehicle and pedestrian traffic
* If you are on a pathway with pedestrians, the maximum speed of the vehicle may not exceed that of pedestrian traffic
* If at all possible avoid walkways during high traffic times
* Only cross roadways at pedestrian crosswalks by driving slowly alongside the crosswalk, do not enter the crosswalk

**Operational guidelines**

* Drivers are responsible for cart security. Use locks when provided, do not leave keys or other valuables in the vehicle
* Do not use a vehicle that belongs to another department
* Do not give rides to passengers who are not work related (students)
* Carry and secure all cargo safely. Cargo should not extend more than 1 foot from the sides of a vehicle, and any cargo extending more than 3 feet to the rear of a vehicle must be marked

**Vehicle Safety**

* Do not operate a vehicle between dusk and dawn without operational lights
* There is no smoking in campus vehicles
* Seatbelts should be worn at all times
* Do not use cell phones or other communication devices while operating a vehicle
* Account for hazardous conditions such as rain, ice, or mud
* Watch for heavy pedestrian traffic, or pedestrians who are distracted

**Reporting an accident**

* Emergency services should be contacted immediately if there are injuries or damage – 713-743-3333 or 911 from a campus phone
* All accidents should be reported to your supervisor immediately, who will notify the Department Vehicle Custodian, and they will both contact the Fleet Manager
* All university personnel have **an obligation** to report suspected cases of vehicle misuse to their supervisor

**Enforcement**

* Violations may lead to warnings or citations issued by University-sanctioned enforcement officers
* Violations of UH policy can result in disciplinary actions up to and including loss of driving privileges or termination of employment

**Questions??**

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 All materials available at [share.uh.edu/uit/assets](https://share.uh.edu/assets)