

AUTOMOTIVE IDENTIFICATION AND ACCESS TO INNER CAMPUS

Permission for automotive access for non-university vehicles to inner campus will be by permit only issued by Parking Services located in the UPD Building adjacent to the 7th Street Garage (408) 924-6556. Vehicles under special permit will be required to take appropriate safety precautions.

Any vehicles parked on the sidewalk or any portion of the University property with the exception of designated parking garages shall adhere to the following guidelines:

- a. Appropriate permit for sidewalk parking issued by Parking Services
- b. Permanently affixed Company name on Vehicle
- c. Drip pan or appropriate device beneath the engine or any other area where oil could leak
- d. Shall not be parked on lawn, dirt, or drip line of any tree.

Each supervisor and employee responsible for a vehicle/cart/forklift that operates on the inner campus must:

Adhere to the established access and routes for repetitive trips avoiding, to the extent possible, the areas that are most crowded and adopting a schedule that avoids periods of high student use. See Appendix 11b for approved routes. Inappropriate use of access routes may result in citations.

Adhere to the "Driving Risks and Responsibilities", Appendix and have each driver read and sign the statement upon initial appointment and each time they renew their defensive driving certificate.

A copy of this statement must be filed within the department and in the employee's official personnel file and available for review by the University Fleet Administrator, and Human Resources Office Safety and Risk Services.

Ensure each driver has a valid California drivers license and obtains Defensive Driving Certification through Human Resources Training Program.

Ensure all vehicles/carts used on campus have a standard identification decal (issued only by Facilities Management) affixed on each side, or front and back as space allows, that includes an assigned number and the appropriate department name. Such decal shall also contain an anonymous caller telephone number at Human Resources Office of Safety and Risk Services to report reckless driving behavior.

Electric Carts shall have some type of warning device; i.e. rotating beacon lights and/or sound devices when in motion. Drivers should acknowledge pedestrian right-of-way and should not use horn except in cases where imminent danger exists.

Report all unsafe conditions and have the vehicle/cart inspected by Facilities for maintenance of safe conditions and have records on file with the University Fleet

Administrator as required by Executive Order 691, Educational Code 89031.5, and California State University – Use of University and Private Vehicles Policy Guidelines.

Anyone involved in an accident shall stop and take appropriate action, including calling University Police, Office of Safety and Risk Services and the University Fleet Administrator.