

STANDARD ADMINISTRATIVE PROCEDURE

34.99.99.M0.01 Slow Moving Vehicles

Approved May 27, 2014

Revised December 16, 2016

Next scheduled review: December 16, 2021

Statement and Reason for SAP

The intent is to establish proper safety procedures; identification and registration; parking; routes; and access for Slow Moving Vehicles operated on or off university property when conducting university business and to provide a safe environment for students, faculty, staff, and university visitors.

Definition

Slow Moving Vehicle (SMV): SMVs include golf carts and utility type vehicles such as Mules, Gators and Rangers, which have no less than four wheels, a maximum speed of 25 mph, and are used by departments, contractors and private partners to move people and materials on or off university property when conducting university business. This definition applies to electric or gas-powered SMVs. Vehicles not licensed via the Texas Traffic Code must be governed (via speed control mechanism) to not exceed 25 mph. Personally-owned SMVs are prohibited from operating on University property. Personal mobility devices are not classified as SMVs. SMVs strictly used by contracted security and owned by Texas A&M School of Law are exempt from this SAP.

Official Procedure

SMVs used on university property and university/public roadways must have university-required markings, including vehicle number (College Station Campus) and department name. Additional markings, such as department logo may be added. Approved temporary-use SMV owners will be provided instructions for complying with vehicle marking requirements. Vehicles on the College Station campus should obtain these required markings from Transportation Services.

1. SMV SAFETY EQUIPMENT

1.1 SMVs must be equipped and maintained in working order with certain features. (SMVs acquired before the effective date of this document must comply by December 31, 2014) including, but not limited to:

- Front/rear turn signals
- Rear stoplights/ tail lamps
- Headlights (2), if operated after dusk and before dawn

- Mirrors – must have one of the following: rear view driver side or interior rear view
 - Parking brake
 - Slow moving vehicle triangle
 - Ignition/on-off key to prevent unauthorized use
- 1.2 Recommended/optional equipment for SMVs include:
- Flashing hazard lights
 - Strobe/beacon light
 - Doors/steering wheel locks
 - Audible back-up alarm
 - Windshield
 - Seatbelts (may not be optional on some SMVs)
 - Horn
2. TRAILERS PULLED BY SMVs
- 2.1 Trailers pulled by SMVs must clearly display the slow moving vehicle reflective triangle.
3. SMV DEPARTMENTAL REQUIREMENTS
- 3.1 Departmental obligations in regard to SMVs include the following:
- College Station Campus - SMVs must have an approved location where they can be safely stored when not in use.
 - College Station campus - Regardless of method of acquisition, departments must advise Transportation Services when SMVs are received. All SMVs purchased through Transportation Services will come with all required equipment and markings. Transportation Services will maintain a list of all SMVs registered on campus. Each entity is responsible for furnishing information on the sale, transfer or disposal of any SMV as it occurs.
Request to Purchase SMV: <http://transport.tamu.edu/Fleet/reqservice.aspx>.
 - Each SMV approved for long term or temporary use on campus, regardless of ownership, must be properly registered, permitted and/or marked to identify the entity responsible for its operation.
 - College Station campus - Departmental Parking Representatives may register or request parking permits for SMVs by logging in to their My Fleet/ Departmental Parking web page
<https://transport.tamu.edu/DPRWeb/login.aspx?ReturnUrl=%2fdprweb>.
4. SMV MAINTENANCE
- 4.1 University-owned SMVs must be maintained in accordance with manufacturer's specifications:
- Departments are responsible for keeping all original equipment and safety features in good working order. The department should also complete a checklist every two years and keep it on file. A SMV Safety Checklist is available at
<http://transport.tamu.edu/Alternative/files/SMVSafetyChecklist.pdf>.

- Modification or tampering with SMV speed governor is prohibited and a violation of federal law.

5. SMV DRIVER REQUIREMENTS

5.1 University employees and non-employees who have been given permission to operate a SMV must:

- Possess a valid driver's license.
- Complete Safe Operation Training. Documentation of completion is required and must be maintained by each department
 - Employee training is accessed through Train Traq.
 - Non-employee training is accessed from <http://transport.tamu.edu/alternative/smv.aspx> and <http://www.tamug.edu/EnvironmentalHealthSafety/OccupationalHealthandSafety/SlowMovingVehicles.html>.
- Operate each SMV in a safe manner. Failure to follow this procedure or to obey the Texas Traffic Code could result in a citation from University Police, appropriate disciplinary action, and/or suspension of an operator's SMV driving privileges. Safe operation procedures for:
TAMU at College Station - <http://transport.tamu.edu/alternative/smv.aspx>,
and TAMU at Galveston - <http://www.tamug.edu/EnvironmentalHealthSafety/OccupationalHealthandSafety/SlowMovingVehicles.html>.

Related Statutes, Policies, or Requirements

For information regarding Texas Traffic Code:

<http://www.statutes.legis.state.tx.us/docs/TN/htm/TN.545.htm>

For additional information:

TAMU at College Station Parking, Routes and Access -

<http://transport.tamu.edu/alternative/smv.aspx>

TAMU at Galveston Parking, Routes and Access -

<http://www.tamug.edu/EnvironmentalHealthSafety/OccupationalHealthandSafety/SlowMovingVehicles.html>

Contact Office

For information regarding clarification and interpretation of this SAP, contact Transportation Services at 979-845-9700.

For clarification regarding the TAMU at Galveston campus procedures, contact Environmental Health and Safety office at 409-740-4490.