A. PURPOSE

The purpose of this policy is to promote the safety of pedestrians and to protect University landscapes and other University property from vehicles and other motorized/non-motorized equipment and devices.

B. AUTHORITY

[Code of Virginia Section 23.1-1301, as amended] grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws] grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

[Commercial Vehicles and Equipment] – Vehicles or equipment, owned or operated by a commercial entity, on University property in support of University operations.

[Electronic Personal Assistance Mobility Devices (EPAMDS)] - Self-balancing two-wheeled devices with an electronic propulsion system, such as a Segway or a T-3.


[Grounds Vehicles and Equipment] – Owned or operated vehicles and equipment used by the Facilities Management Grounds workers or contractors.

[Landscapes] – Property owned or leased by the University that is not paved and includes turf, flower beds and gardens on University property.

[Pathways/Sidewalks] – All outdoor paved, planked, graveled or other routes on University property or contiguous with University property that are not automobile right-of-ways, lots, garages or loading zones.
Personal Transport Devices (PTDs) – Generic term used to identify EPAMDS, roller skates/in-line skates, scooters, recreational devices and other variations of these devices that do not fall under strict definitions of bicycles or skateboards, but must also abide by the rules set forth in this policy.

Service Vehicles and Equipment – Primarily University-owned vehicles and equipment (but may include contractor vehicles and equipment) belonging to Facilities Management, Transportation & Parking Services, and Athletics necessary to support the ongoing operations of the University.

Skateboard - A board of any length, regardless of the number of wheels in contact with the ground, that has no seat but is designed to be stood upon by the operator and propelled by human power.

University Property - Land and facilities that are owned by Old Dominion University or controlled by Old Dominion University via leases or other formal contractual arrangements to house ongoing University operations.

University Vehicle – Any vehicle owned by the University, whether it has a license plate or not. This includes University Police vehicles, service vehicles, golf carts, utility vehicles, mowers, heavy equipment, trailers, pickup trucks and passenger vehicles.

D. SCOPE

This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University’s programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property, owned, leased, or otherwise controlled by the University.

E. POLICY STATEMENT

Sidewalks are intended primarily for the use of pedestrians and secondarily for the use of bicycles, skateboards, personal transport devices (PTDs), University golf carts, and Electronic Personal Assistance Mobility Devices (EPAMDS). Emergency vehicles, service vehicles, and commercial vehicles (when permitted by the Office of Facilities Management contract administrators) may operate on sidewalks but only as necessary in performance of job-related tasks. Otherwise, except where/when specifically authorized, vehicular traffic operating on University property will be restricted to areas designed to bear the weight of vehicles. Such property includes streets, parking lots and decks, designated loading docks and driveways.

F. PROCEDURES

1. Permitted and prohibited areas where vehicles may be operated:
   a. Pathways/sidewalks
      i. University and city pathways/sidewalks are primarily for the use of pedestrians.
      ii. Bicycles, EPAMDS, PTDs and University owned-golf carts are secondarily permitted, but operators must defer to pedestrians, operate their vehicles/devices in a manner that
does not endanger themselves or others and may not use landscapes for any purpose to include passing pedestrians or slower moving devices.

iii. Emergency and service vehicles and equipment may operate on sidewalks in support of specific work assignments but operators must defer to pedestrians, operate their vehicles/devices in a manner that does not endanger themselves or others and may not use landscapes to pass pedestrians.

b. Landscapes

i. Grounds Department vehicles and equipment and Grounds Departments contractors (when, for mission specific tasks) may operate vehicles on landscapes

ii. Emergency vehicles (in emergency situations) may operate on landscapes

iii. Service vehicles and equipment shall not transit or park on University landscapes or walks and may not use landscapes to pass pedestrians. However, when proximity to a job site is essential to the efficient completion of work and to the extent that service vehicles require access to facilitate loading/unloading materials, or when continued access to its contents is required, an exception is authorized, but only for the shortest period necessary. It is the Office of Facilities Management department manager’s responsibility to designate the access/egress and parking location, with care being exercised to avoid/limit damage to University landscapes and walks. For commercial vehicles, it is the Office of Facilities Management project manager’s responsibility to designate the access/egress and parking location, with care being exercised to avoid/limit damage to University landscapes and walks. Consideration should be given to weather and ground conditions when permitting access.

iv. No other vehicles, golf carts, bicycles, PTDs or EPAMDs may operate on landscapes at any time. Cutting corners, using landscapes to pass pedestrians, etc. are prohibited activities.

v. Exceptions to b.iii. may only be granted by the Director of Facilities Management or designee via the Office of Facilities Management Maintenance Support Center.

vi. If exceptions to this policy are granted by the Director of Facilities Management, or designee, hang tags noting what access is permitted and for what duration will be issued. These hang tags are only for the purpose of granting an exception for the use of turf and sidewalks by commercial vehicles and equipment and not for use in any University parking lots or structures. Permits for use of parking lots and structures are distributed by the Office of Transportation and Parking Services.

2. **Damage to Landscapes and Facilities**

Departments and their contractors/vendors causing damage to University landscapes and property will be financially responsible for repairs.

3. **Violations and Infractions**

a. University vehicle operators found violating this policy may be subject to progressive disciplinary action. University employees failing to provide adequate supervision of employees/contractors/vendors or failing to observe the requirements of this policy may also be subject to progressive disciplinary action.

b. All vehicles operated/parked on University property are subject to the University’s Parking and Traffic Procedures. The existing appeal procedures for parking regulations will apply.
G. RETENTION

Applicable records must be retained and then destroyed in accordance with the Commonwealth’s Records Retention Schedules.

H. RESPONSIBLE OFFICER

Director of Facilities Management

I. RELATED INFORMATION

University Policy 3231 - Use of Bicycles, Skateboards and Personal Transport Devices on University Property
Office of Environmental Health & Safety - Policy on Unlicensed Vehicle Safety Program
Office of Transportation and Parking Services – Parking and Traffic Procedures