



TO: Campus Administrators/Managers

FROM: Greg King

DATE: September 1, 2010

COPIES TO: K. Brady; J. Ferris; L. Chavez; President's Office; University Police; & general distribution

SUBJECT: Inner Campus Cart and Vehicle Policy

The control of interior campus traffic, both vehicular and cart, has been operational since 1999. This project was initiated in response to the following:

- 1) the safety of pedestrian traffic;
- 2) comments and suggestions made by the Campus Safety Committee and the Facilities Safety Committee;
- 3) observations made by campus administrators, faculty, staff, and students; and
- 4) the need to establish interior campus traffic guidelines.

Guideline

1. All interior campus entrance points will have signage that states, "No Unauthorized Vehicles Beyond This Point."
2. An employee authorized to operate State owned vehicles may operate a gas or electric cart only if authorized to do so by a supervisor.
3. All operators are required to be familiar and to comply with all relevant regulations and traffic laws (including stopping at stop signs).
4. An employee shall be liable to the State for the actual costs to the State attributable to his/her misuse of the State Owned vehicle. Misuse of a State vehicle could result in denial of further use of State vehicles or disciplinary action, as appropriate (Administrative Procedure 502). University Police may issue citations for improper use under California Vehicle Code 21113a.
5. Carts, or any motorized vehicle, shall not be driven at a speed greater than 5 miles per hour at any time.
6. Pedestrians have the right-of-way at all times.
7. Electric carts shall not be parked immediately in front of any building entrance.
8. Carts will not be equipped with horns, bells, buzzers, or other types of noise making devices that might alarm pedestrians.
9. Carts shall be clearly identified as to the Department and/or unit they belong to. The markings must include a number & identifier (examples: Public Safety 1; Mailroom 3; Shipping & Receiving 2). The letters must be at least 3 inches, and the carts must be marked in the front and back at the minimum.
10. Carts are not to be used for transportation to and from breaks, or non-work related duties.
11. Carts shall not exceed the maximum number of personnel they were designed to transport. No one is allowed to transport personnel in the cargo area.
12. Alternative routes will be utilized to limit cart traffic in the central walkway areas. If a building is accessible via an outside perimeter road or walkway, it shall be used. Supervisors have the responsibility of ensuring personnel are using alternative routes.
13. Between the hours of 8:00 a.m. and 4:00 p.m., cart traffic in the main walkway area in the middle of the campus shall be a restricted zone. Carts or vehicles shall travel this zone when



it is the only alternative to reach the destination point. Supervisors and operators must be able to clearly articulate the reasons for this walkway being utilized.

14. Cell Phone Usage, 23123 CA Vehicle Code:

- (a) A person shall not drive a motor vehicle while using a wireless telephone unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving.
- (b) A violation of this section is an infraction punishable by a base fine of twenty dollars (\$20) for a first offense and fifty dollars (\$50) for each subsequent offense.
- (c) This section does not apply to a person using a wireless telephone for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity.

15. Complaints relative to unsafe operation shall be filed through the Department of Public Safety, using the “Vehicle/Cart Unsafe Practice Report” when practicable. The allegation of unsafe operation will be forwarded to the department that controls the cart. The University Department of Public Safety will maintain a record of all complaints filed. All complaints must be formally documented and reviewed by the department that controls the cart or vehicle.

Vehicle/Cart Unsafe Practice Report		
Location activity observed (be specific):		Date of occurrence:
Time of occurrence:		
Name of person driving the vehicle, if known: <input type="checkbox"/> Driver unknown		Cart identifier & number: Department: _____ Number: _____
Driver's description (unnecessary if known): Male <input type="checkbox"/> Female <input type="checkbox"/> Height: _____ Weight: _____ Clothing: _____		
Passenger's description, if any: Male <input type="checkbox"/> Female <input type="checkbox"/> Height: _____ Weight: _____ Clothing: _____		
Activity observed: (check all that apply) <input type="checkbox"/> Following too close <input type="checkbox"/> Causing an unsafe condition for pedestrians <input type="checkbox"/> Unauthorized occupant in/on vehicle <input type="checkbox"/> Stop sign violation <input type="checkbox"/> Driving too fast <input type="checkbox"/> Weaving in/out of traffic <input type="checkbox"/> Driving on main walkway during restricted period <input type="checkbox"/> Parked & blocking entrance or exit to a building <input type="checkbox"/> Other (describe below): _____		
Further description of actions observed [if necessary]:		
Name of person reporting observed activity:		Date of occurrence:
Time of occurrence:		
Date department having control of vehicle or cart notified:	Return requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	Notified by: _____

Visio: Vehicle-Cart Unsafe Practice Report



16. Inner Campus Permits for all vendors & contractors.

- a) Control Point(s): locations in which trucks can enter the campus (Facilities, Student Union, and Lot H (E&T) – entry & exit must be the same).
- b) Public Safety is the only authorized entity for the issuance of *Inner Campus Vehicle Permits*.
- c) Time limitations on permits:
 - Permits will be issued for a single day, one month, or extended as applicable.
 - Time of day - no trucks between the hours of 11:00 a.m. – 1:00 p.m. in the restricted zone (main walkway area) because of large number of students going to lunch and classes).
- d) Limitation on size and weight of vehicles in specified zones without specific waiver request:
 - Main walkway - 5 ton maximum;



- Over tunnel area or suspended construction (parking structures) – 2.5 ton maximum.

- e) Each permit is issued with a copy of *Safety Expectations* that include speed limitation, exact location vehicle to be parked, entry and exit point (provided via a map of the campus), and time, size and weight limitations. The permit will include the name of the driver, contact point and telephone number for the company if a complaint is filed, and a campus department/area requiring vehicle entry when appropriate.
- f) The driver of any vehicle allowed to enter the campus must provide proof of a valid driver’s license before a permit is issued.

		Department of Public Safety INNER CAMPUS/SERVICE PERMIT				
Last Name		First Name		M.I.	Company Name	Permit # <i>2</i>
Street Address			City	State	Zip Code	Cell Phone ()
CA Drivers License #	Exp Date	Campus Contact Name	Cell Phone ()		PERMIT VALID DATES FROM _____ TO _____	
Location Vehicle Authorized To Park		Times Valid				
<p>Notice: Vehicles will <u>not</u> be permitted on the main walkway between the hours of 8:00 am and 8:00 pm. 5 MPH maximum speed limit – headlights to remain on when driving. Continuous audible sound required when backing vehicle. Pedestrians Have the Right-of-Way At All Times.</p> <p>Special Conditions or Requirements:</p> <p>Driver's Signature _____ Date _____</p>						
<p>Parking Administration Use Only</p> <p>Date Issued: _____ Verified By: _____</p>						
5151 State University Dr. Los Angeles, CA 90032-8560 Phone: (323)343-3700 Fax: (323)343-3724 Gold – Driver Yellow – Parking Administration						

Attachment:

- 1) Administrative Procedure 502, "Electric Cart Traffic Regulations" Summary

- 2) California Vehicle Code 2113a
- 3) Campus Map showing entry points and restricted zone.

Attachment 1

California State University, Los Angeles

Electric Cart Regulations, Administrative Procedure 502, [current procedure].

1. Intra-campus vehicles, electric carts, or any other motorized vehicle approved by the administration of this University for use on the walkways of the inner-campus shall not be driven at a speed greater than 5 MPH at any time.
2. Electric carts shall stop at all marked stop signs and yield the right-of-way to pedestrians at all times.
3. Electric carts should not be parked immediately in front of any building doorway.
4. Electric carts will not be equipped with horns, bells, buzzers, or other kinds of noise-making devices that might alarm pedestrian traffic using the walkways. Pedestrians have the right-of-way at all times.
5. Electric carts are not be used for transportation to and from coffee breaks and lunch breaks.
6. University Police and Health Center electric carts acting in emergency situations are excused from Regulations 1, 2, 3, 4, and 6. [The Student Health Center does not respond to medical emergencies]

University Police have been ordered to issue citations to all violators under California Vehicle Code, Section 2113a. Violators must appear in the Los Angeles Municipal Court, 1945 South Hill Street, Los Angeles, California.

Attachment 2

California Vehicle Code 21113a

No person shall drive any vehicle or animal, nor shall a person stop, park, or leave standing any vehicle or animal, whether attended or unattended, upon the driveways, paths, parking facilities, or the grounds of any public school, state university, state college... except with permission of, and upon and subject to any condition or regulation which may be imposed by the legislative body of the municipality, or the governing board or officer of the public school, state university, state college...

Attachment 3: Restricted Area for Carts: Central Walkway

- Administration – 8
- Anna Bing Arnold Children's Center – 30
- Applied Gerontology Institute – 15
- Arena Theatre – 2A
- Biological Sciences – 13
- Career Planning and Placement – 17
- Corporation Yard – 23
- Dolcini (food services) – 40
- Engineering and Technology – 11
- Fine Arts – 9
- Fine Arts Gallery – 9A
- Golden Eagle (Bookstore, Conference Center, Food Court) – 6
- Gymnasium (Eagles Nest) – 10
- Hertzberg-Davis Forensic Science Center – 43
- Hydrogen Fuel Station – 48
- Intimate Theatre – 29B
- Jesse Owens Track and Field – 18
- Kennedy Library – 7
- King Hall – 3
- King Hall Lecture Halls I, II – 3A
- Los Angeles County High School for the Arts (LACHSA) – 7A
- Luckman Gallery – 29A
- Luckman Theatre – 29
- Marc and Eva Stern Math and Science School – 26
- Music – 2
- Music Hall – 1A
- NASA SPACE Lab – 11A
- Physical Sciences – 12
- Public Safety/Parking Services – 46
- Reeder Field (Baseball) – 24
- Salazar Hall – 15A
- Science Complex (Wing A, Wing B) – 27
- Simpson Tower – 15
- Student Affairs – 8A
- Student Health Center – 14
- Student Housing Complex Phase I – 34, Phase II – 36
- Theatre (State Playhouse) – 1
- University Police – C
- University-Student Union – 5

