

**College Operating Procedures (COP)**



**Procedure Title:** Low Power Vehicles Use  
**Procedure Number:** 01-0110  
**Originating Department:** Office of the President

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** 01/01/04; 07/01/09; 10/04/16

**Purpose Statement:** To establish a procedure that will acquaint Florida SouthWestern State College staff and contractor's employees in the safe operation of and maintenance of low power vehicles (LPV) on the College's campuses, including Hendry/Glades Center.

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**Guidelines:**

Low power vehicles (LPV's) include golf carts, all-terrain vehicles, utility task vehicles, and Segways that are operated on the College's Campuses and Center. The objective of this policy is to reduce the risk of injury through training and to promote the use of appropriate protective safety equipment during the operation of the LPV.

**Procedures:**

- I. All LPV operators at Florida SouthWestern State College must be College or contractor's employees (18 years and older) and have completed the required training before operating the LPV.
- II. Operators are fully responsible for enforcement of the following rules relating to operation and safety. The operators shall:
  - Perform a pre-trip safety inspection on the LPV.
  - Report any safety concerns immediately to their supervisor.
  - Not permit any unauthorized person to the drive the LPV.
  - Not permit total occupancy to exceed the recommended carrying capacity of passengers and load for the LPV.
  - Not operate the LPV under the influence of drugs or alcohol, or operate if using a medication that has any warnings of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery.
  - Not text while LPV is in motion and not use cell phones while operating a Segway.

- Not use headphones while LPV is in motion.
- Keep feet, hands, legs, and arms inside the LPV when in motion.
- Always ensure the unit is disabled and keys removed when the LPV is not in use.
- Operate the LPV in a safe manner.
- Allow towing only with appropriately equipped and outfitted LPV's. No towing shall be permitted with Segways.
- Use an approved safety helmet on the Segway that is securely fastened at all times when in motion. An approved safety helmet is a CPSC approved bicycle helmet and contains no obvious defects such as cracks, loose padding or frayed straps and has not undergone impact in an any accident.
- Operate a Segway during daylight hours only and in accordance with the safety guidelines contained in the Segway operating manual. Unless equipped with a light and with a rear flashing or stop light
- Always yield the right of way to pedestrians.
- Use standard hand signals or voice/audible to signal turns, unless the LPV is equipped with electric signals.
- **Come to a complete stop** before proceeding through intersecting sidewalks or other areas that have blind spots. Operators must account for the fact that a pedestrian may be physically impaired (unable to move quickly) or unable to hear or see the LPV.
- Operate the LPV at a speed equivalent to a well-paced walk and give an audible warning to pedestrians when passing.
- Not exceed 15 mph on all campus roadways (Segways should not exceed 10mph) and 5 mph on sidewalks and other pedestrian areas.
- Not block exits, entrances, stairs, sidewalks, fire hydrants, fire lanes or handicap ramps as not to impede the normal flow of pedestrian or vehicular traffic. Operate LPV only during the hours between sunrise and sunset, unless the responsible governmental entity has determined that a LPV may be operated during the hours between sunset and sunrise and the LPV is equipped with headlights, brake lights, turn signals, and a windshield with headlights and tail lights in use between sunset and sunrise.
- Require LPV (excluding Segways) be equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror, and red reflectorized warning devices in both the front and rear.
- Operated on paved surfaces when possible and are not on covered walkways or breezeways. Driving through the middle of campus should be avoided as much as possible. Segways should not be used in buildings except when responding to an emergency or as otherwise expressly approved by the Direct of the Department of Public Safety.
- When operating a Segway not to attempt to carry any objects, and shall instead use Segway approved cargo accessory or a backpack securely attached on both shoulders.

- Not overload the LPV by exceeding the recommended carrying or load capacity. Loads shall not extend more than one foot from either side or front of the vehicle. Loads that extend more than three feet from the rear of the LPV must be flagged.
- Report all accidents involving LPV's to the Public Safety Office and the respective supervisor immediately regardless of whether property damage or personal injury occurred. An Accident/Incident Report must be completed and reported to Risk Management.
- Prior to operating the LPV, make sure the charger cable is disconnected. Always check the area behind the LPV before operating in reverse.

III. Operation and use of College LPV's may be suspended or revoked if the driver fails to observe the rules governing LPV use.