

**Office of Risk Management**  
**Sub-Compact Utility Vehicle (SCUV) Procedures**

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**I. Purpose**

These procedures, established under Sub-Compact Utility Vehicle Policy 8.11, document the purchase, registration, marking, maintenance, and operation of Sub-Compact Utility Vehicles (SCUVs) on all Southern Methodist University (SMU) property. For the purpose of these procedures, SCUVs covered include:

- Conventional golf carts, as defined by the Texas Transportation Code (§§ 502.001)
- Small utility trucks, such as Micro trucks and Daihatsus
- Low-speed vehicles (<25 mph), as defined by 49 CFR 571.500
- All-terrain style or utility vehicles designed for off-road use

Vehicles *not* covered in these procedures are:

- Mopeds
- T-3 Motion scooters
- Electric personal assistive mobility devices
- Segways
- Garden equipment, such as tractors and riding mowers

**II. Procedures**

These procedures are in place to establish proper safety practices and to promote and provide for a pedestrian-friendly environment on SMU property. All members of the University community are governed by these procedures including students, faculty, staff, contractors, and visitors, collectively defined as “Operator” in these procedures. Departments are also governed by these procedures and are defined as “Operator Departments” for purposes of these procedures.

**A. Qualifications** - All Operators of SCUVs must meet the following criteria before operating any SCUV on University property:

- Be 18 years of age or older.
- Possess a valid US Driver’s License.
- Maintain a driving record according to the acceptable guidelines of the SMU Fleet Safety Policy 8.8.
- Triennially complete SCUV Safety training offered by the Office of Risk Management (ORM). Registration information is available on the [ORM website](#), as noted in Section O-Resources, of these procedures.
- Follow the ORM-recommended practices and procedures, which are available on the [ORM Sub-Compact Utility Vehicle website](#) or as noted in Section O-Resources, of these procedures.
- Agree to report all accidents involving bodily injury and/or property damage to the SMU Police Department (SMU PD) and ORM immediately. The contact numbers are: Police Department 214-768-3333 and ORM 214-768-2083, or as noted in Section M.
- Agree to report maintenance issues in a timely manner to the SCUV Supervisor. The SCUV Supervisor is the person within the Operator Department who has the ability to authorize payments for the maintenance of the SCUVs and also ensures that the Operator Department is adhering to the SCUV Procedures.

**B. Purchase of SCUVs** – At a minimum, SMU Operator Departments must receive approval to purchase a SCUV through their appropriate financial authority within Business and Finance.

- All purchases of SCUVs will be made through the Office of Purchasing (Purchasing).
- All purchased SCUVs must meet the minimum safety features outlined in Part F.

**C. Lease of SCUVs** – SCUVs may either be leased on a short-term basis, e.g., for a special event, or on a long-term basis. SMU Operator Departments must, at a minimum, receive approval to lease a SCUV through their appropriate financial authority within Business and Finance.

- All leases of SCUVs will be made through Purchasing.
- All long-term leased SCUVs must meet the minimum safety features outlined in Part F, with SCUV requirements represented in any agreements or contracts.
- Short-term/special event leased SCUVs used for less than 5 days are exempt from Parts D, E, and F of these procedures.

**D. Registration of SCUVs** – All SMU-owned, long-term leased, and contractor-owned SCUVs will be registered through the Parking and ID Card Services Office (Parking), where a centralized database will be maintained for enforcement and insurance needs.

- The registration form is housed on the Risk Management website and can be found [here](#) or at the link noted in Section O-Resources, of these procedures. This registration link will automatically send a registration notice to Parking.
- SCUVs will be assigned a unique identification number and issued a registration label by Parking. A nominal fee will be assessed at the time of registration to cover the cost of registration labels noted in this section and also marking labels as noted in Section E. Labels may be picked up from the Parking offices in Hughes-Trigg Student Center, Suite 216.
- Registration labels will be placed on the inside front of the passenger side windshield by the Operator department. If there is not a windshield, it shall be placed on the front passenger side cowl, directly below the window opening.
- Registration will be required at the time of purchase and renewed on a biannual basis.
- SCUVs purchased prior to approval of these procedures must be registered within 60 days of approval and notification of this policy.
- SCUVs that will be leased on a short-term/special event basis do NOT need to be registered with Parking and ID Card Services.

**E. Marking of SCUVs** - All SMU-owned, long-term-leased, and contractor-owned SCUVs will be identified and marked with marking labels at the owner's expense, per University Policy 8.11, Sub-Compact Utility Vehicle Policy.

- Each SCUV will be issued three (3) sets of marking label numbers, assigned by the Parking and ID Card Services Office, to be placed on the SCUV. These numbers match the registration number as noted in section D and the marking label numbers are included in the registration fee. They may be picked up concurrently with the registration label in Hughes-Trigg Student Center Suite 216.
- The vinyl marking label numbers will be at least 3" tall, reflective, and of contrasting color to the background color of the SCUV.
- The Operator department of the SCUV will place the marking label numbers on the SCUV. The numbers will be placed on the **front, the left side, and the right side** of

the SCUUV and must be maintained in readable condition at all times by the Operator department.

**F. Safety Features** – All SCUUVs that are operated on campus property must be equipped with minimum safety features and maintained by Operator Departments.

- All original equipment and safety features must be kept in good working order and cannot be modified or repaired except by an approved vendor.
- SCUUVs must be equipped with:
  - Headlights
  - Taillights
  - Driver side and passenger side mirrors OR interior rear view mirror
  - A reflective orange triangle, displayed on the back of the SCUUV
- SCUUVs may also be equipped with functional safety equipment such as:
  - Turn signals
  - A rooftop strobe
- Low Speed Vehicles as defined by 49 CFR 571.500 must meet the defined minimum safety standards.
- The Operator Department is responsible for costs associated with the installation of these required safety features, per University Policy 8.11, Sub-Compact Utility Vehicle Policy. Exhibit A of these procedures outlines the estimated costs from Grapevine Golf Carts.
- All SCUUVs that are owned at the time of approval of these procedures must comply with the safety features requirements by August 31, 2018.

**G. Operating Procedures** - The following rules outline procedures for the safe operation of SCUUVs:

- All SCUUV operators must attend the SMU SCUUV Safety training every 3 years. The training is offered by ORM and registration information is available on the [ORM website](#) or the link noted in Section O-Resources, of these procedures.
- Supervisors will ensure that all persons operating SCUUVs have been instructed in the safe operation of their equipment and have completed the required safety training (via ORM) prior to operating SCUUVs. ORM will maintain tracking of those who have completed the training and when the training should be renewed.
- Non-street legal SCUUVs are prohibited from operating on the public roadways around the campus **except** when crossing from one side of the street to another **or** utilizing a roadway where no accessible sidewalk exists for the safe operation of the SCUUV.
- When it is necessary to travel a public roadway, operators will merge to the right curb of the road in order to allow vehicular traffic to pass.
- All items carried by SCUUVs will be secured (via bungee cords, tie-downs, etc.) to prevent them from falling out of the vehicle.
- Operators may not wear headsets, earphones, or ear buds while operating SCUUVs.
- Operators may not use cell phones or tablets for any reason including for text, email, music, photos, phone calls, or for any use while operating the SCUUV.
- **Operators must yield the SCUUV to pedestrians at all times.** Special care must be taken on sidewalks. Speed is to be reduced when approaching pedestrians and a vocal call-out or request to pass must be issued prior to passing pedestrians and other SCUUVs.

- Operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing, or mobility may impair their ability to see, hear, or move out of the way of SCUVs.
- SCUVs are not to be overloaded, i.e. carrying more passengers than seating provides or overloading the SCUV's recommended carrying or equipment load capacity. Passengers are prohibited from riding in the utility bed of SCUVs.
- Keys are never to be left in the SCUVs at any time. Operators are responsible for ignition keys for the period of time in which they are using the SCUV.
- Operators are not to block the path or limit pedestrian access to walkways or stairs.
- Operators are not to block handicap access points and ramps.
- University-owned and leased SCUVs are to be used for University business only.
- Operators are not allowed to drive SCUVs under the influence of drugs or alcohol.
- Operators will present SMU identification cards to SMU PD or ORM upon request.
- SCUVs must be operated in accordance with state law and city ordinances.
- Operators shall report any accidents immediately to SMU PD and ORM per the instructions in Sections A, K, and M of these procedures.

**H. Maintenance Procedures** - Operators and Operator Departments must maintain SCUVs in safe operating condition at all times.

- Repairs and regular maintenance are the responsibility of the Operator Department using the cart.
- Operator Departments must procure maintenance programs through Purchasing.
- Each Operator Department is financially responsible for the repair and maintenance costs (labor, parts, and supplies), per University Policy 8.11, Sub-Compact Utility Vehicle Policy.
- The Operator department is required to keep all preventive maintenance and repair records related to the SCUV for audit purposes.
- Re-adjustment or the removal of speed-control devices (governors) is strictly prohibited and will result in the vehicle being taken out of service until the problem is corrected.
- Mechanical failure rendering the SCUV unsafe to operate requires that the SCUV be taken out of service immediately and returned to service upon repairs.

**I. Third Party SCUVs** - Except under certain conditions, contractor or third-party operated SCUVs are prohibited from operating on University property. Exceptions include:

- Contractor SCUVs associated with a university department.
- Permanent Contractors.
- Students with disabilities with approval by the Dean of Students or a Student Affairs designee.
- Operator departments will provide hired contractors with the information needed to register carts with Parking and ID Card Services.

**J. Prohibited Driving and Parking Locations on the Dallas campus** - No Driving Zones include the following locations:

- Any grassy or flowerbed areas.
- Any public roadway (City-Owned) not on the SMU contiguous campus (see Exhibit B) unless the SCUV has been registered with the State of Texas and meets Texas Department of Motor Vehicle

(DMV) requirements. Exceptions are noted in section G.

- Inside, under, or through the confines of any University building.

No Parking Zones include the following locations:

- Vehicle parking spaces, including:
  - Marked parking spaces (garages and lots)
  - Handicap spaces
  - *Service Vehicle Only* spaces
  - Metered spaces
- Any grassy or flowerbed areas.
- Within 10 feet of a main building entry, fire hydrant, or crosswalk (marked or unmarked), unless a designated cart spot exists.
- Blocking a loading dock, fire lane, stairs, access ramps, or curb cut.

**K. Accidents and Assessment for Damages** – Accidents are defined as an unforeseeable events causing potential injury or damage to persons(s) or property.

- All accidents must be reported to SMU PD immediately at 214-768-3333.
- Accidents must also be reported immediately to the Supervisor and ORM for processing.
- SMU PD and ORM will investigate all accidents involving SCUVs resulting in property damage or personal injury.
- Each department will be held liable for the first \$500.00 of any property damage resulting from negligent operation of the SCUUV, per University Policy 8.11, Sub-Compact Utility Vehicle Policy.

**L. Administrative Responsibility** - ORM, the Parking and ID Card Services Office, and SMU PD are responsible for administering and interpreting these procedures.

**M. Reporting Accidents** - Accidents causing bodily injury or property damage must be reported immediately to SMU PD at 214-768-3333 and to ORM at 214-768-2083. Unsafe SCUUV operations defined as “Incidents” may be reported via the “Reporting an Incident” portal on the [ORM website](#) or at the link shown in Section O, Resources. Reports of unsafe operation will be turned over to the departmental supervisor for disciplinary action. Reporting persons should try to identify the SCUUV through its identified markings.

**N. Consequences** – ORM will record any reports or observations of unsafe SCUUV operations or conditions. Failure to follow these procedures, render common practices or courtesies, or follow the rules of the road for the State of Texas may result in loss of use of a SCUUV, loss of SCUUV operating privileges, and/or other disciplinary action up to and including termination.

#### **O. Resources**

ORM Sub-Compact Utility Vehicle Website:

<http://www.smu.edu/BusinessFinance/RiskManagement/Health-Safety/OccHealth/SCUV>

ORM SCUUV Registration Website:

<https://www.smu.edu/BusinessFinance/RiskManagement/ORM-Forms/SCUVRegistration>

ORM Training Website:

<http://www.smu.edu/BusinessFinance/RiskManagement/ORM-Forms/Training-Registration-Form>

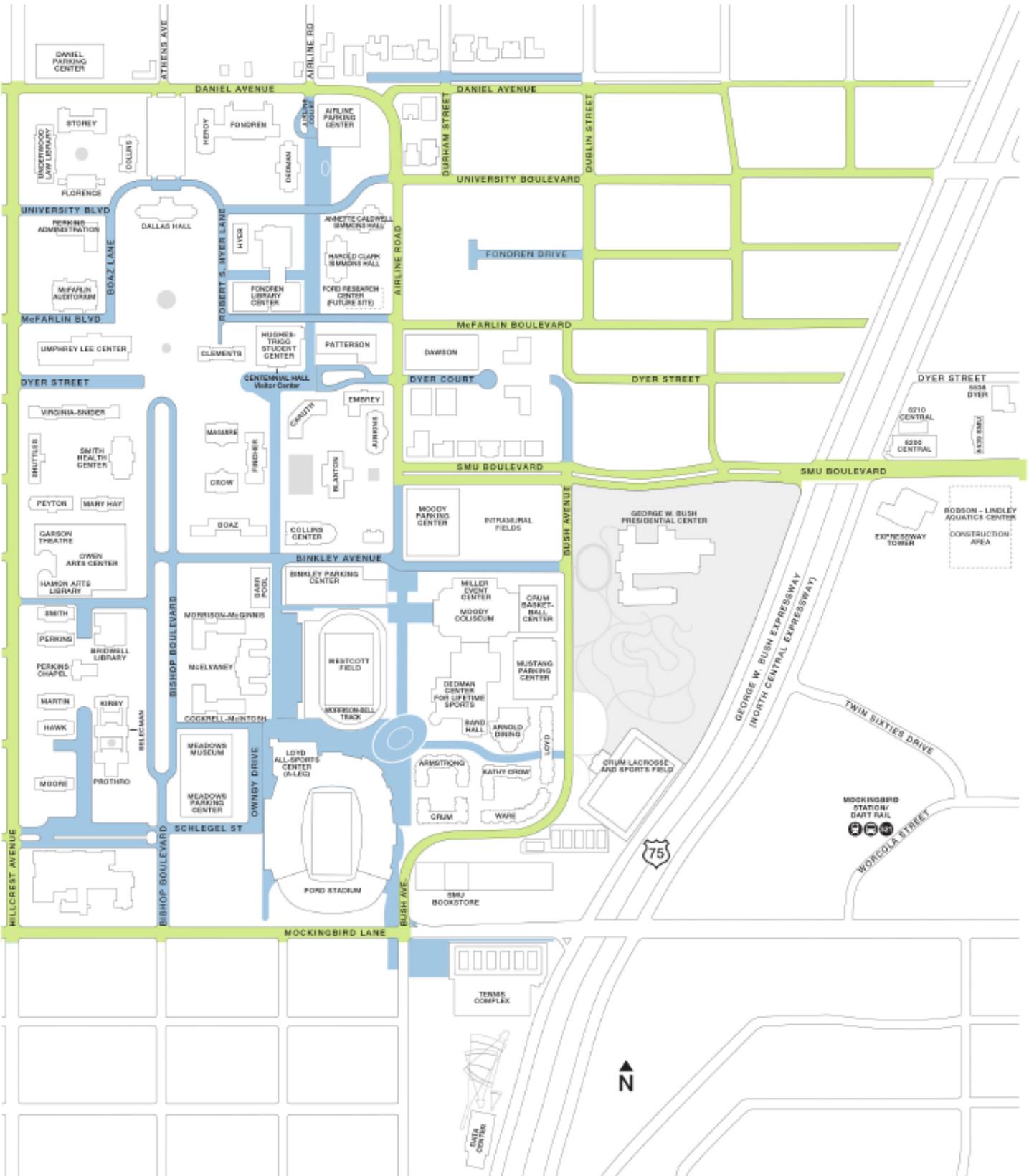
ORM Reporting and Accident or Incident Website Link:

<http://www.smu.edu/BusinessFinance/RiskManagement/InsurancePrograms>

## Exhibit A

ESTIMATE ONLY - Some Prices are Model Dependent				
Carts must be delivered to Grapevine Golf Cart for Installation				
Round-trip fee is \$120 for up to 6 carts				
Grapevine Golf Cart Parts and Installation Prices				
As of October 2017				
	Parts Only	Installation Hours	Installation Cost (\$95 per hour)	Total Cost
Reflector Kit	\$24.00	0.5 (all components)	\$47.50	\$141.50
Side Mirrors (pair) or rearview mirror	\$35.00			
Rear Reflective Triangle	\$35.00			
Turn Signal (If wiring harness and reducer present)	\$265.00	1	\$95.00	\$360.00
Turn Signal (If wiring harness not present)	\$665.00	3	\$285.00	\$950.00
Full light Kit (including turn signals)	\$500.00	3	\$285.00	\$785.00
Full Safety Suite (per cart)				\$926.50
Trip charge is \$120.00 (up to 6 carts)				

Exhibit B



- SMU owned
- City owned