POLICIES OF COLORADO STATE UNIVERSITY
IMPACT STATEMENT

<table>
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<tr>
<th>Policy Title: Service Carts</th>
<th>Category: Administration</th>
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<td>Policy ID: 5-6030-013</td>
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<tr>
<td>☑ New Policy</td>
<td>Date Submitted: August 14, 2018</td>
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<tr>
<td>☐ Revision of Existing Policy</td>
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Policy Proponent/Owner:
Vice President for University Operations
Facilities Management

Contact(s):
Fred Haberecht, Assistant Director
Facilities Management
Web: http://www.fm.colostate.edu/

POLICY DESCRIPTION AND BASIS

An unsafe situation for pedestrians and bikes currently exists on campus because of unrestricted service cart movement. As many as 30,000 pedestrian trips occur daily on the Center Avenue mall, along with other pedestrian and bicycle infrastructure areas on campus, and conflicts with service carts can occur. This includes university-owned courtesy, service/maintenance, and delivery carts, as well as carts leased for conferences and special events.

To create a safer campus environment for all users, this policy defines necessary service cart requirements for campus, including authorized operators and qualifications; operator and departmental responsibilities; service cart rules and safety components; driving, parking, storage, and charging locations; and procurement.

REQUIRED RESOURCES

The policy will be implemented with existing personnel and resources.

ANTICIPATED IMPACTS

This policy affects anyone who uses or wishes to use service carts on campus. Specifically, it will outline the process of acquiring and operating service carts safely on campus. It places responsibility on departments to require service cart operators to acknowledge the policy by signing a form and completing a brief online training before operating a service cart. Departments will also be charged with responsibilities for enforcing the policy with respect to their authorized operators.
POLICY DEVELOPMENT

Facilities Management and the CSU Police Department are responsible for development of this policy.

STAKEHOLDER INPUT

Stakeholder input will include Facilities Management and Housing and Dining Services units. Additionally, Facilities Management will seek input from several departments that may be affected, including the Alumni Relations Office, the Art and Art History Department, the Police Department, the Horticulture and Landscape Architecture Department, Admissions, and Athletics. The Physical Development Committee will provide input, which includes representatives from the campus employee councils, deans, department heads, and directors, senior administration, and the City of Fort Collins.

ADMINISTRATIVE/MANAGEMENT/ASSESSMENT

Facilities Management, in cooperation with other campus units, will be primarily responsible for the administration of this policy. Transportation Services is responsible for the development and management of cart specifications and procurement, registration, and assisting other units in procurement aspects of this policy. The CSU Police Department is responsible for the enforcement and education of this policy, including any necessary changes to traffic regulations. These groups will work together to assess the effectiveness of the policy.

PROCEDURES, GUIDELINES AND FORMS

With feedback from campus partners, Facilities Management, Parking and Transportation Services, and Housing and Dining Services representatives will collaborate in developing procedures and guidelines for this policy.

INTERNAL CONTROLS

There will be periodic reviews of the policy implementation and impact, including intermittent monitoring of the no-vehicle zones to evaluate the effectiveness of the policy. There will be annual educational efforts with the campus community to ensure the policy is well understood and followed.

POLICY IMPACT STATEMENT

Service Carts
REVIEW AND APPROVAL BY THE PRESIDENT’S CABINET:

☐ APPROVED TO PROCEED TO POLICY DEVELOPMENT

☐ NOT APPROVED

☐ MORE INFORMATION NEEDED:

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________________________________________________________________________

By:  

Lynn Johnson  
Vice President for University Operations

Date:  Aug 14, 2018