POLICIES OF COLORADO STATE UNIVERSITY
UNIVERSITY POLICY

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<tr>
<th>Policy Title:</th>
<th>Service Carts</th>
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<td>Policy ID #</td>
<td>5-6030-013</td>
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<tr>
<th>Effective Date:</th>
<th>Category: 5. Administration</th>
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<th>Policy Owner:</th>
<th>Contact(s):</th>
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<tr>
<td>Vice President for University Operations</td>
<td>Facilities Management</td>
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<td>Facilities Management</td>
<td>Web: <a href="http://www.fm.colostate.edu/">http://www.fm.colostate.edu/</a></td>
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<td>CSU Police Department</td>
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PURPOSE OF THIS POLICY

The purpose of this policy is:

1. To establish proper safety procedures and practices for the use of service cart vehicles on campus, and departmental responsibilities.
2. To set a procurement policy and develop a standard set of specifications for these vehicles.
3. To set clear expectations for total cost of ownership (i.e. charging, parking, enclosures, and maintenance).
4. To promote and provide a safer environment for students, employees, and visitors.
5. To encourage more sustainable transportation on campus.
6. To provide background information about the purpose of service cart use.

APPLICATION OF THIS POLICY

This policy affects anyone who uses or wishes to use service carts on campus. The use of service carts is subject to the conditions set forth in this policy.
EXEMPTIONS FROM THIS POLICY

All emergency response vehicles may access this area at any time, as their need dictates.

DEFINITIONS USED IN THIS POLICY

“Service carts” means low-speed vehicles and other small, motorized, three- or more-wheeled vehicles, including electric carts. Examples include delivery carts, landscape maintenance carts, and courtesy carts used to conduct campus tours, among others.

POLICY STATEMENT

An unsafe situation for pedestrians and bikes currently exists on campus because of unrestricted cart movement. As many as 30,000 pedestrian trips occur on the Center Avenue mall daily and other pedestrian and bicycle infrastructure 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.

POLICY PROVISIONS

Authorized Operators

Employees and agents of the University

Students, faculty, and staff of Colorado State University must be a minimum age of 18 years old with a valid driver's license to operate a service cart on campus.

Contractors or subcontractors

Service carts associated with construction activities are confined to the construction site and are not allowed for general campus movement.

Conference guests with special permission

Special permission to operate a service cart on campus can be sought through Conference and Event Services for service carts associated with university-sanctioned events and activities.
The following qualifications demonstrate competency for driving a service cart:

1. An operator must maintain a valid driver's license with a satisfactory record.
2. Each operator must read this policy and sign the Policy Agreement form, indicating that the operator will abide by the policies. The policy and agreement form can be located on the Office of Policy and Compliance website.
   a. The agreement will be held by the department.
3. Each operator will successfully complete an initial online cart safety and operations training made available through Transportation Services, covering: permissible areas of operation, requirements affected by hours of operation, authorized routes, parking restrictions, passenger limits, how to report accidents, and basic vehicle operations.
   a. For CSU employees, their department is responsible for keeping track of who has completed the training.
   b. For Conference and Event Services, the event group is responsible for making sure service cart operators know the policy.

Operator Responsibilities

1. The operator will follow the manufacturer's recommended guidelines for operation, speed, and safety.
2. Safe driving and operation of university-owned service carts is the responsibility of the operator. Rules, regulations, and statutes that govern all vehicles using public roadways also pertain to service carts on campus. Operators will adhere to state motor/traffic laws. They must obey university regulations pertaining to vehicles. Operators will use arm signals if equipment does not have turn signals.
3. The operator is responsible for the safety of passengers riding in the vehicle. The operator may be held responsible for careless operation of service cart leading to passenger injuries. In some instances, the operator may be held responsible and ticketed for the behavior or actions of the passengers (i.e. riding in the bed, standing up,
or leaning out of a moving cart), in accordance with the CSU Traffic Education and Enforcement regulations.

4. The operator will immediately report all accidents or incidents to their immediate supervisor, and the supervisor must forward the report to the department head and the Office of Risk Management and Insurance. Risk Management provides a University Vehicle Accident Report form for this purpose. Operators and/or individual departments are responsible for damages to University property. Please note with tickets or citations: For a moving violation, operators are held responsible. For a parking violation, departments are held responsible. Operators are responsible for tickets or citations involving a moving violation or a parking violation. Departments are held accountable for identifying the operator.

5. Service carts may carry only as many passengers as they have designated seats; do not exceed load and passenger capacity. Operators and passengers must wear seatbelts, if available. No standing will occur while the vehicle is in motion. All body parts will be kept within the service carts while moving. Operators will properly secure all items and loads. Additionally, operators are responsible for the security of the keys during the time the service cart is assigned to them; keys may not be left in carts without the authorized operator present.

Additional Service Cart Rules

1. No tobacco products allowed within service carts.
2. No alcohol beverages allowed within service carts.
3. Cell phone usage while driving is prohibited.
4. Entertainment headsets and earphones are not allowed when operating service carts.
5. Service carts may not be used for personal business.

Departmental Responsibilities
1. Departments are expected to advise operators of this service cart policy and to ensure training is provided before operating any service cart. Service carts do not operate or respond the same as cars and, thus, take training and practice to operate safely.

2. Departments are responsible for providing proper cart identification: the name of the department and the University ID must be prominently displayed on the cart per Transportation Services standards. Registration of all vehicles is required, and is managed and issued through Transportation Services.

3. Departments will obtain routine inspection of vehicles by Transportation Services (once a year by a qualified service technician). Documentation, maintenance, and timely completion of repairs is required.

4. Departments will immediately remove from service any vehicle that is unsafe to operate until it has been repaired.

5. Departments will coordinate the purchase or transfer of service carts with Transportation Services.

6. Departments are responsible for establishing appropriate vehicle choice, parking locations, charging stations, storage locations, and all associated costs in collaboration with Facilities Management. These items are subject to approval by Facilities Management before moving forward.

7. Departments must coordinate location and installation of charging facilities with Facilities Management. This includes both the charging equipment and the parking facility provided for it, and applies to installations at existing buildings, during construction of new buildings and building additions, and anywhere on University grounds.

**Safety Components and Equipment**

Service carts must be purchased equipped with the following components and equipment for safe operation:

1. Rear view mirror
2. Rear-mounted “Slow Moving Vehicle” sign
3. Audible warning device (e.g., horn or beeper)
4. Electric turn signals
5. Working headlights & tail lights (used between dusk and dawn)
6. Usable seatbelts when available
7. Reflective tape on front and rear bumpers (for easier visibility at night)

**Parking, Storage, and Charging Locations**

Please reference the [Service Cart Parking Map](#) for parking and charging locations.

**Parking Vehicles**

Other than when operational needs dictate, operators must park service carts on improved surfaces (gravel, concrete, asphalt, or pavers) and may not drive or park on any grassy areas, plants, or landscaping. It is not permitted to chain vehicles to signposts, railings, and trees. Vehicles may not block exits, stairs, doorways, building air takes, sidewalks, paths, main pedestrian thoroughfares, fire lanes, fire hydrants, or handicap access ways. All parking regulations apply in the campus core area. Parking of service carts is restricted to areas designated for carts, and they are not allowed to park anywhere that parking permits are required.

For overnight parking, use locations designated for your department in coordination with Facilities Management.

**Charging Vehicles**

Use charging locations designated for your department—except in the case of emergency. Do not park in a charging station assigned to another department. Do not run extension cords to carts from inside buildings.

**Locations for Driving a Service Cart**
Operating a service cart outside the boundaries of the University is limited or restricted, depending on the location. Service carts are not allowed to drive on highways and must follow the City’s ordinance 1410.1 for driving on public streets. Service cart traffic on Centre Ave. should be kept to a minimum with the understanding that CSU employees do need to access South Campus and Aggie Village on occasion. Service carts may cross at 90-degree angles and drive in parking lots.

Service carts are intended to be operated on roadways. Travel on sidewalks should be limited to short distances when necessary to access the destination, but not as an alternative to driving on the roadway. Operators must use extreme caution around pedestrians and bicyclists, and will avoid traveling on sidewalks during class changes. Operators must be careful not to drive pedestrian and bicycle traffic off sidewalks and out of bike lanes. Pedestrians always have the right of way.

**Exclusion Zones**

Exclusion zones exist to preserve the character and aesthetics of CSU. In setting limits and restrictions to where service carts can be, we express respect and care for our campus spaces and help to shape a particular campus experience. Except for approved special events, vehicle exclusion zones are shown on the Service Vehicle Access Map and include:

- The Oval
- Monfort Quad
- Center Avenue Mall
- The Great Green recreation fields
- Inner courtyards (may not be indicated on map)
- Covered arcades or breezeways between buildings
- Sidewalks or pathways parallel to roadways

This policy supports the University Master Plan concept of a main campus pedestrian core. Please refer to the [campus core map](#) to see the expanse that makes up the campus pedestrian...
Service cart vehicle use in the core area shall be restricted to provide a safe, pedestrian friendly, aesthetic environment. On and around campus, extreme care must be exercised whenever operating a service cart. Driving privileges in the core area may be revoked if violations of this policy are observed. Violations include taking the right of way from pedestrians or bicycles, driving through pedestrian areas during class changes, driving on areas not designated for vehicles, and other safety violations.

Service carts are not permitted on College Avenue, Laurel Street, Shields Street, and Prospect Road.

**Minimizing Conflicts between Modes**

To minimize conflicts between service carts and alternate modes of transportation, operators will yield to alternative modes of transportation on sidewalks and paths, such as with pedestrians, bicyclists, and skateboarders. Pedestrians are given right of way at all times.

Access of the academic spine (see map) shall occur before 7:30 a.m. and after 5:00 p.m., when possible, and specifically not during class change times. Service carts will remain parked until it is safe to move in the core area during intervals when classes change. For example, crossing at Pitkin Street and University Avenue, as well as other crossing points of the Center Avenue mall, shall wait until it is safe to proceed.

Likewise, when possible, service carts will avoid university-designated dismount zones by using alternate routes. Dismount hours are 7:30 a.m. to 5:00 p.m. on weekdays, unless otherwise posted. Please refer to the map of [Main Campus Bicycle Dismount Zones](#) for dismount locations.

**Approval and Procurement**

Electric or alternative fuel carts are encouraged for all new purchases when financially feasible. Please reference the University’s guidelines for environmentally and socially
responsible procurement policy when making a decision. This policy allows for the preference of a product based on its “green” attributes even when the cost is 5% greater than its conventional alternative.

COMPLIANCE WITH THIS POLICY

The CSU Police Department is responsible for the enforcement and education of this policy. Driving privileges in the core area may be revoked if violations of this policy are observed. Violations include taking the right of way from pedestrians or bicycles, driving through pedestrian areas during class changes, driving on areas not designated for vehicles, and other safety violations.

REFERENCES

1. City of Fort Collins Ordinance 1410.1 - Low-speed electric vehicles.

Every person driving a low-speed electric vehicle on a street where such operation is permitted shall be granted all of the rights and shall be subject to all of the duties and penalties applicable to the driver of a motor vehicle as set forth in this Traffic Code.

No person shall drive a low-speed electric vehicle on a street unless:

The street has a speed limit equal to or less than thirty-five (35) miles per hour, except that it may be operated to directly cross a street that has a speed limit greater than thirty-five (35) miles per hour at an at-grade crossing to continue traveling along a street with a speed limit equal to or less than thirty-five (35) miles per hour;

The low-speed electric vehicle conforms to applicable federal manufacturing equipment standards;

The low-speed electric vehicle is equipped with that equipment required for such a motor vehicle by Title 42, Article 4, Part 2, C.R.S.; and

The low-speed electric vehicle is registered and licensed as required by this Traffic Code or the State of Colorado.

No person shall drive a low-speed electric vehicle on a limited access highway.
No person shall drive a low-speed electric vehicle on a sidewalk, trail, or public walkway unless otherwise authorized by this Traffic Code or the City Code.

(Ord. 016, 2003 §1; Ord. 134, 2012 §5; Ord. 103, 2015)

2. **Colorado State University Traffic Education and Enforcement Regulations**

**PROCEDURES, FORMS AND TOOLS**

- Service Cart Parking Map
- Service Vehicle Access Map
- Main Campus Bicycle Dismount Zones
- Vehicle Accident Report form

**APPROVALS**

Lynn Johnson  
Vice President for University Operations

Jason L. Johnson  
General Counsel

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**FINAL APPROVAL:**  
COLORADO STATE UNIVERSITY

By: ______________________________________  
Anthony A. Frank, President

Date: ________________________________

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University Service Cart Policy  
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