Utility vehicles owned, leased or operated on university business shall comply with all vehicle use policies as stated in university policy manual. In addition, the following items shall be enforced by all departments and guest in the use of utility vehicles on MSU property.

1) ONLY MSU EMPLOYEES MAY DRIVE UTILITY VEHICLES FOR PURPOSES ASSIGNED WITHIN THE SCOPE OF THEIR JOB DUTIES. NON-EMPLOYEE INDIVIDUALS MAY ONLY UTILIZE OR OPERATE THE VEHICLE IN EMERGENCIES OR IF GRANTED PERMISSION FOR USE OF VEHICLE BY THE PRESIDENT. ALL NON-EMPLOYEES MUST ABIDE BY UNIVERSITY POLICIES AND RULES FOR THE USE OF VEHICLES AND UTILITY VEHICLES.

2) NO ONE SHALL DRIVE THE VEHICLE WITHOUT FIRST BEING INSTRUCTED IN THE PROPER OPERATION AND USE OF THE VEHICLE CONTROLS. AN EXPERIENCED DRIVER SHALL ACCOMPANY EACH FIRST TIME DRIVER ON A TEST DRIVE BEFORE ALLOWING HIM (HER) TO OPERATE THE VEHICLE ALONE. ONLY LICENSED DRIVERS WILL BE ALLOWED TO DRIVE THIS VEHICLE.

3) TO ENSURE SAFE OPERATION OF THE VEHICLE, FOLLOW EXACTLY AND IN ORDER, ALL OF THE OPERATING PROCEDURES AS DIRECTED BY THE MANUFACTURER. READ ALL INSTRUCTIONS PRIOR TO DRIVING THE VEHICLE.

4) DRIVERS MAY ONLY TRANSPORT NON-EMPLOYEE PASSENGERS THAT HAVE BEEN AUTHORIZED BY THEIR SUPERVISOR.

5) BEFORE ASSIGNING THE VEHICLE TO A DRIVER, MAKE SURE THE DRIVER IS FAMILIAR WITH ALL CONTROLS AND OPERATING PROCEDURES BEFORE ALLOWING THE VEHICLE TO BE DRIVEN.

6) DO NOT EXCEED VEHICLE PASSENGER CAPACITY. NO MORE THAN TWO PEOPLE PER BENCH SEAT IS ALLOWED AT ONE TIME. NO MORE THAN ONE PERSON PER BUCKET / PEDESTAL SEAT IS ALLOWED AT ONE TIME.

7) DO NOT ALLOW PASSENGERS TO RIDE IN THE CARGO BED IF THE UTILITY VEHICLE IS SO EQUIPPED.

8) AS UTILITY VEHICLES ARE NOT SPECIALLY EQUIPPED FOR HANDICAPPED PERSONS. BE SURE ALL PASSENGERS ARE CAPABLE OF SECURING THEMSELVES IN A MOVING VEHICLE BEFORE ALLOWING THEM TO RIDE.

9) FOR NIGHT USE, THE VEHICLE MUST BE EQUIPPED WITH HEADLIGHTS, TAILLIGHTS, AND REFLECTORS.

10) ALL UTILITY VEHICLES MUST BE EQUIPPED WITH REAR VIEW MIRRORS AND STOP LIGHTS.

11) STOP THE VEHICLE BEFORE SHIFTING THE FORWARD AND REVERSE LEVER. FAILURE TO DO SO MAY RESULT IN INJURY TO INATTENTIVE PASSENGERS AND (OR) DAMAGE TO THE VEHICLE. A BUZZER WILL SOUND AS A WARNING WHEN THE VEHICLE IS IN REVERSE.

12) OPERATE THE VEHICLE FROM THE DRIVER'S SEAT ONLY.

13) TO PREVENT FALLS FROM THE VEHICLE, REMAIN SEATED IN AN MOVING VEHICLE AND HOLD ON TO SEAT HANDLES OR HANDRAILS AT ALL TIMES. DRIVER SHOULD KEEP BOTH HANDS ON THE STEERING WHEEL WHEN THE VEHICLE IS IN MOTION.

14) TO PREVENT THE POSSIBILITY OF SERIOUS INJURY, KEEP YOUR ENTIRE BODY (INCLUDING HEAD, HANDS, ARMS, LEGS AND FEET) INSIDE THE VEHICLE.

15) TO PREVENT OVERTURNING OF THE VEHICLE, DRIVE SLOWLY IN TURNS.
16) TO PREVENT OVERTURNING OF THE VEHICLE, DRIVE SLOWLY STRAIGHT UP AND DOWN SLOPES. NEVER TURN ON A SLOPE OR INCLINE. DO NOT DRIVE THE VEHICLE ON SLOPES EXCEEDING 20% INCLINE.

17) AVOID STOPPING A LOADED VEHICLE ON A HILL. IF A LOADED VEHICLE MUST BE STOPPED ON A HILL, AVOID SUDDEN STARTS OR ROLLING BACKWARDS AND STOPPING SUDDENLY. FAILURE TO HEED THIS WARNING COULD RESULT IN OVERTURNING OF THE VEHICLE.

18) TO AVOID POSSIBLE INJURY TO INATTENTIVE PASSENGERS AND (OR) DAMAGE TO THE VEHICLE, AVOID SUDDEN STARTS, SUDDEN STOPS, AND ABRUPT TURNS.

19) TO AVOID THE POSSIBILITY OF LOSING CONTROL OF OR OVERTURNING THE VEHICLE, REDUCE SPEED FOR ADVERSE DRIVING CONDITIONS SUCH AS WET GRASS, DRIVING OVER CURBS OR ROUGH TERRAIN.

20) AS MUCH AS POSSIBLE, OPERATE UTILITY VEHICLES ONLY ON CAMPUS STREETS, PARKING LOTS AND DRIVEWAYS. LIMIT OPERATION OF UTILITY VEHICLES ON SIDEWALKS AND GROUNDS TO A MINIMUM, AS WORK REQUIRES.

21) DO NOT USE UTILITY VEHICLES ON PUBLIC ROADS OUTSIDE OF THE MSU CAMPUS AND GROUNDS. UTILITY VEHICLES ARE NEITHER DESIGNED NOR INTENDED FOR STREET USE AND ARE NOT LICENSED FOR USE ON PUBLIC ROADS.

22) VEHICLES SHALL BE DRIVEN IN ONLY SPECIFIED AREAS BY TRAINED DRIVERS.

23) TO AVOID BEING STRUCK, DO NOT STAND IN FRONT OF OR BEHIND THE VEHICLE.

24) DO NOT DRIVE WHILE UNDER THE INFLUENCE OF ALCOHOL, DRUGS, OR MEDICATIONS.

25) OPERATOR MUST USE CAUTION TO CONTROL VEHICLE SPEED WHEN GOING DOWNHILL.

26) GASOLINE VEHICLE EQUIPPED WITH GOVERNOR ONLY: DEPRESS THE BRAKE PEDAL AS NECESSARY AND DEPRESS THE ACCELERATOR PARTIALLY WHEN DESCENDING A HILL. WITH THE ACCELERATOR PEDAL PARTIALLY DEPRESSED, THE GOVERNOR WILL CAUSE THE ENGINE TO ASSIST THE BRAKES IN CONTROLLING DOWNHILL SPEED.

27) OBEY ALL TRAFFIC SIGNS AND RULES ON CAMPUS STREETS AND PARKING LOTS.

28) REFRAIN FROM DRIVING ON SIDEWALKS EXCEPT WHEN NECESSARY TO COMPLETE ASSIGNED WORK. WHEN DRIVING ON SIDEWALK, YEILD TO PEDESTRIANS BY PULLING OFF SIDEWALK AND STOPPING, ALLOWING THEM TO PASS.

29) REPORT ALL MECHANICAL MALFUNCTIONS TO THE PHYSICAL PLANT AT EXTENSION 4228. DO NOT OPERATE VEHICLES WITH MECHANICAL MALFUNCTIONS. SERVICE VEHICLES AS PER MANUFACTURER’S INSTRUCTIONS.

30) ACCIDENT REPORTING: ALL ACCIDENTS INVOLVING UTILITY VEHICLES SHALL BE REPORTED AS REQUIRED FOR MOTOR VEHICLES. CONTACT THE UNIVERSITY POLICE AT EXTENSION 4239.

31) REPORT ALL SAFETY ISSUES TO THE ENVIRONMENTAL SAFETY DEPARTMENT AT EXTENSION 4827.