Applicability

These guidelines apply to all Portland State University (PSU) employees, students, volunteers or anyone acting on behalf of PSU while operating any and all university vehicles and provide guidance for the safe operation of university vehicles.

Forklifts, boom lifts, and other powered industrial trucks (PIT) require specific training and instruction, which might not be thoroughly covered under these guidelines. Contact Environmental Health & Safety (EHS) for training and information regarding these vehicles.

Requirements

Anyone driving or operating any vehicle on campus must read and be familiar with this Program.

1. Seat belts or safety restraints must be worn at all times, if present.
2. All street legal campus vehicles must have a rear-view mirror.
3. All campus vehicles must have an audible warning device (horn, etc.) to signal presence to pedestrians, cyclists, etc.
4. The Driver Authorization form must be completed prior to anyone operating any university vehicle. The criteria for completion are:
   - Possession of a valid, USA driver’s license
   - Minimum of 2 years driving experience
   - Minimum of 18 years of age (21 years of age for passenger vans)
   - No convictions of driving offense as defined in the driver authorization process
5. It is the department supervisors’ responsibility for verification and accurate completion of the driver’s authorization form.

Guidelines

1. Always yield right of way to pedestrians while driving on campus
2. Be aware of vehicle blind spots and use a spotter if backing or re-positioning
3. In addition to common “rules of the road” campus vehicles should be operated with the utmost courtesy, care and consideration for the safety of pedestrians and University property.
4. Departments utilizing PIT, gators, and other vehicles should plan routes in advance to avoid problem locations with congestion and pinch points.
5. Operators will use headlights, blinkers, signaling devices or hand signals as applicable.
6. All loads must be safely and properly secured. Use the bed of the vehicle or ladder rack as much as possible.
7. Vehicles shall be operated at speeds no greater than posted limits, if applicable, and not to exceed the speed of pedestrians while operating on campus walkways.
8. Licensed vehicles must obey city street laws.
9. Minimize idling of motor vehicle engines in proximity to building air intakes.
10. PIT use on sidewalks must include a spotter. In areas where clearance is reduced, additional spotter(s) may be necessary.
11. Drivers involved in an accident must immediately report the incident to their supervisor, Campus Public Safety (CPSO) and Risk Management. If anyone is injured, the injured employee’s supervisor and Human Resources must also be notified as soon as possible after appropriate medical attention is received.