PERSONAL TRANSPORTATION DEVICE AND VEHICLE USE POLICY

SLT 6.23

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Approved By:

- Senior Leadership Team

Responsible Office:
Public Safety

POLICY STATEMENT

I. POLICY STATEMENT

Grand Valley State University (“the University”) campuses have largely been designed for vehicle use on roadways and walking pedestrians on sidewalks. However, the University understands that personal transportation devices (PTDs) such as bicycles and scooters, and small vehicles, such as golf carts, can help reduce environmental impact, overcome mobility barriers or commute challenges, or may simply be a preferred method of transportation.

The University has implemented this policy to permit certain PTD and vehicle use, while also ensuring a safe campus for drivers, passengers, and pedestrians alike.

This policy applies to all individuals while accessing and using property owned and controlled by the University and is intended to ensure that PTD and vehicle operators avoid personal injury and avoid damage to property, facilities or grounds by inappropriate use.

This policy does not pertain to any personal assistive devices, such as manual or electric wheelchairs or walkers. This policy does not pertain to University owned or controlled golf carts or vehicles.

PROCEDURES

II. DEFINITIONS

Operators: individuals operating, driving, or otherwise physically controlling a personal transportation device or vehicle on property owned and controlled by the University.

Personal Transportation Devices (PTDs): devices designed to transport an individual rider where the rider is not enclosed, and is operated either by human-power or electric or motor power. Examples include, but are not limited to:

- scooters (electric or other)
- skateboards,
- e-skateboards,
- roller blades,
- skates (roller/in-line),
- wheeled footwear,
- Segways,
- bicycles, tricycles, unicycles,
- electric-assist bicycles,
- one-wheels,
- hoverboards, and
- other small, lightweight, wheeled conveyances

Vehicle: any motorized transportation device not otherwise identified in this policy as a personal transportation device or personal assistive device, which is not owned by the University. Vehicles may include, but are not limited to, personal vehicles, personal golf carts, mopeds, motorcycles, and quads, or ATVs.

Personal Golf Cart: Any electric, gas, or battery powered cart, golf cart, Toro, Gem, or similar type of utility vehicle, regardless of whether specifically being used in the game of golf at the time of operation. Golf cart does not include Quads or ATVs. Golf carts owned by the University are not governed by this policy. Golf carts being operated by an employee in the performance of their official job duties are not governed by this policy.

Personal Vehicles ("PV"): vehicles located on GVSU owned or controlled property, but owned by persons in their individual capacity, regardless of whether the individual is engaged in university business at the time of operation. Vehicles owned by the University are not governed by this policy.

Moped: a two or three-wheeled vehicle with an engine that does not exceed 100 cc's piston displacement, a power drive system that does not require the operator to shift gears, and a top speed of 30 mph or less on a level surface.

Motorcycle: a two or three-wheeled vehicle that exceeds any one of the criteria established within the definition of Moped.

Quad or ATV: a three or four-wheeled vehicle that is designed for off-road use, has

low-pressure tires, has a seat designed to be straddled by the rider, and is powered by a 50cc to 1,000cc gasoline engine or an engine of comparable size using other fuels. These vehicles are prohibited on University owned and controlled property.

III. GENERAL RULES REGARDING PTD & VEHICLE USE

Operation of PTDs and vehicles not owned by the University on University owned or controlled property is permitted only as outlined within this policy. Such operation is a privilege that comes with certain responsibilities. Generally,

1. **Exercise Care:** All operators must drive carefully and with consideration for the safety and rights of others.
2. **Carrying Objects:** No operator will transport items that are too large or bulky to fit into a compartment within the PTD or vehicle. Operators of PTDs are prohibited from carrying objects that are wider or longer than the width or length of the PTD.
3. **Avoid Obstructions:** No operator will place a PTD or vehicle in an area that causes an obstruction or barrier to the operation of other vehicles on roadways or in parking lots or pedestrian traffic on sidewalks.
4. **Avoid Damage to Person or Property:** All operators are responsible for avoiding damage to university landscaping or other property and may be requested to reimburse the University for all costs associated with any necessary repairs. Operators are personally liable for any personal injuries or property damage caused by their PTD or vehicle.
5. **Noise Level:** No operator shall use a PTD or vehicle or mechanism within such PTD or vehicle to emit sounds at a noise level that interferes with access to or participation in University programs or activities.
6. **On-Campus Collision Protocol:** All operators must immediately report on campus collisions involving PTDs or vehicles to Grand Valley Police Department (GVPD) at 616-331-3255 and remain at the scene of the collision until provided further direction from GVPD. GVPD willnotify GVSU Risk Management within 24 hours. In the event of an emergency, including but not limited to any form of bodily injury, call 911**.**
7. **Avoid Distractions:** All operators must avoid distractions. Operators must not use headphones or earbuds or listen to music at a level that inhibits or prohibits their ability to recognize and respond timely to hazards, traffic signals, or other warning sounds, such as voices, alarms, horns, or sirens.
8. **Visibility:** All operators and PTDs must be clearly visible at all times. Therefore, from 30 minutes after sunset to 30 minutes before sunrise or at any other time when, due to insufficient light, persons and vehicles are not clearly discernible, the PTD, operator on a PTD, or the vehicle itself shall be equipped with a white light on the front visible from a

distance of at least 200 feet, a red reflector or red light attached to the rear that is visible from behind from a distance of 200 feet, and a light or reflector visible from the side at a distance of 200 feet.

9. **Pedestrians:** All operators must yield the right-of-way to pedestrians at all times.
10. **Speed:** All operators must operate at a rate of speed no greater than is reasonable and proper under the circumstances, taking into account the surroundings and environment, such as weather, construction, number of vehicles or pedestrians present, and terrain. Operators must also abide by any and all other speed limitations as outlined in this policy as well as in local laws and regulations.
11. **Towing:** No operator shall attach themselves or their PTD or vehicle to any other moving PTD or vehicle, person, animal, or object. This does not apply to professional operators of tow-trucks or other vehicles specifically in the business of towing vehicles for purposes of vehicle maintenance, repair, or assistance.
12. **Drinking and driving prohibited:** No operator shall have an open alcohol container or be under the influence of alcohol while operating a PTD or vehicle.
13. **Operating Under the Influence Prohibited:** No operator shall be under the influence of any drug or medication which renders such person a hazard while operating a PTD or vehicle.
14. **No operation on any bridge.** Operation of a PTD or vehicle is prohibited on any bridge on University owned or controlled property.
15. **Abide by the law**. Operators must also abide by any and all other applicable laws and regulations.

IV. PERSONAL TRANSPORTATION DEVICES

In order to retain the privilege of utilizing PTDs on University owned or controlled property, all PTD operators must adhere to following rules, in addition to the General Rules outlined above pertaining to all PTDs and vehicles:

A. Generally

1. **Specifications**: PTDs must not be greater than 24 inches wide and 42 inches long.
2. **Speed**: In order to protect pedestrians and other PTD users, the maximum permitted speed for PTDs on sidewalks and other walkways is 6 mph (twice the average walking speed). Operators must always travel at a speed that allows them to remain in control of their device, and may not exceed a speed of 15 mph when on roadways, including for purposes of crossing.
3. **Intersections:** When approaching a roadway crosswalk or roadway intersection, all operators must bring their PTDs to a full stop and look in all directions for vehicles and other PTDs before entering the roadway regardless of whether the walk sign is

illuminated. This provides safety for the operator as vehicles planning to turn at the intersection may not anticipate a PTD entering the roadway. Once the operator has ensured that it is safe to enter the roadway, the operator may proceed.

4. **Roadway Operation**: When on a roadway all operators must follow all applicable laws.
5. **Helmets**: Helmet use is strongly encouraged.
6. **License Not Required**: PTD operators are not required to hold a driver's license, carry insurance, or register PTDs with the state department of motor vehicles.
7. **Theft:** It is recommended that you lock, alarm, or otherwise secure your PTD when not in use. The University is not responsible for the theft of any PTD of any kind.
8. **Operation in Buildings Prohibited**: PTDs must not be operated, ridden, or otherwise set in motion within any University building. Roller skates, rollerblades, and other wheels attached to footwear must be removed before entering any campus building. Battery-powered PTDs are not permitted inside any University building for any reason as outlined in more detail within this policy.
9. **Damage to PTD**: The safekeeping of PTDs is the responsibility of the owner. The University is not responsible for damage to any PTD, unless specifically caused by the University (e.g., by an employee of the University acting in their official capacity on behalf of the University).
10. **Safe Storage**: PTDs must not cause an obstruction, safety, or tripping hazard to the University community. PTDs must not be left in hallways, walkways, or other areas designed for pedestrian traffic. Operators must safely secure battery-powered PTDs outdoors. Securing any PTD in hallways, corridors, stairwells, or doorways is prohibited.
11. **Stunts**: Use of handrails, plants, outdoor furniture, signs or other campus fixtures to perform stunts is strictly prohibited.
12. **Avoiding Sports Fields:** Riding on any University owned or controlled athletic court, track, or field is prohibited.
13. **Bike Paths:** Where a usable and designated path for bicycles is provided adjacent to a University roadway, a person operating a PTD must use that path if pedestrian traffic is congested and the PTD cannot safely be operated on the sidewalks.

B. Battery and Gas Powered PTDs

Due to the significant safety hazards posed by battery or gas powered PTDs, including battery or gas fires or battery malfunctions, all battery or gas powered PTDs are subject to the following rules and limitations in addition to all other rules pertaining to PTDs outlined in this policy:

1. Any and all versions of battery or gas powered PTDs are prohibited inside any campus buildings for any reason at any time, including residence halls.

2. All owners and/or operators are responsible for properly maintaining their own PTDs.
3. The use of extension cords from inside buildings to PTDs is prohibited.
4. Owners and/or operators are prohibited from storing fuel anywhere on University owned or controlled property.

C. Parking

PTDs (excluding non-motorized skateboards, rollerblades, skates, and wheeled footwear) must be parked outdoors on bicycle racks. However, racks shall not be utilized as long-term PTD storage. Additionally, PTD-related gear (or other items) should not be left at the bicycle racks.

Devices shall not be parked or stored:

1. In any building (e.g., offices, classrooms, residence halls, apartments, etc.)
2. Against or fastened to any tree, plant, shrubbery, or foliage.
3. Against or fastened to any water, steam or gas pipe, fitting, electrical fixture, fence, scaffolding, signpost, railing, public bench, or emergency safety device.
4. Upon or attached to any ingress/egress ramp, stairway or stairwell railing or otherwise fastened to or blocking any exit/entrance or handicap access to any University building.
5. In any other area not designated for bicycle parking or where parking is specifically prohibited by this policy or by signs.
6. Operators shall not park PTDs in ways that are hazardous to other users, interfere with pedestrian traffic or block sidewalks, impede the mobility for persons with disabilities, or obstruct operations of University business or access to University programs and activities.

D. Sidewalks

PTD operators may ride on sidewalks, but only in accordance with this policy. While operating on sidewalks and in crosswalks, PTD operators shall:

1. Ensure such operation does not impede pedestrians or endanger sidewalk users.
2. Slow when approaching and overtaking pedestrians, PTD operators, and other sidewalk users.
3. Maintain a distance of at least two feet from pedestrians, PTD operators, and other sidewalk users.
4. Make an audible signal before overtaking a pedestrian, PTD user, or other sidewalk user.
5. Always yield the right-of-way to pedestrians.

V. PERSONAL GOLF CARTS AND OTHER VEHICLES

Operators of personal golf carts and vehicles on University owned or controlled property, must adhere to the following rules, in addition to the General Rules outlined above pertaining to all PTDs and vehicles. These rules do not apply to golf carts and vehicles owned by the University

or being operated by an employee of the University in the performance of their official duties:

A. Generally

1. **Age Restriction**: Operators may not operate a personal golf cart or vehicle, excluding personal vehicles, on any street unless the operator is at least 18 years old. Operators may be required to provide picture identification to a University official upon request for evidence of age qualification.
2. **License Required**: Operators may not operate a personal golf cart or vehicle unless the operator is licensed to operate a motor vehicle.
3. **Other Laws**: The operator of a personal golf cart or vehicle must comply with the signal requirements that apply to the operation of a vehicle.
4. **Personal Liability**: Operators are personally liable for any personal injuries or property damage caused by their use of a personal golf cart or vehicle.. Any such claims must be directed to the insurance carrier of the operator of the personal golf cart or vehicle.

B. Personal Golf Carts

The following rules apply to all operators of golf carts on University owned or controlled property, excluding a police officer in the performance of his or her official duties, if following such rules will prohibit their ability to safely and efficiently carry out their duties.

1. **Prior Approval:** Operators of personal golf carts on University owned or controlled property are limited to those individuals who have been given prior express written approval by Grand Valley Public Safety, to operate the personal golf cart on University property.
2. **Passing**: A person operating a personal golf cart shall not pass between lines of traffic, but may pass on the left of traffic moving in his or her direction in the case of a 2-way street or on the left or right of traffic in the case of a 1-way street, in an unoccupied lane. The operator must ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or a vehicle proceeding in the same direction
3. **Sidewalks Prohibited**: A personal golf cart shall not be operated on a sidewalk constructed for the use of pedestrians.
4. **Speed**: A personal golf cart shall be operated at a speed not to exceed 15 miles per hour.
5. **Pedestrians**: A personal golf cart shall be operated with the utmost courtesy, care, and consideration for the safety and convenience of other vehicles and pedestrians. In congested pedestrian areas, operators must either park or reduce speed to a pace consistent with pedestrians. Pedestrians shall be afforded the right-of-way at all times.

This includes persons walking, jogging, bicycling and those in personal assistance devices or PTDs.

6. **Passenger Safety**: All occupants in the personal golf cart must keep hands, arms, legs and feet within the confines of the cart while it is in motion. Do not exceed the passenger limit, seating designation, or load capacity as designated by the cart's manufacturer. Neither cargo nor passengers shall be placed on the roof of the cart.
7. **Parking Lots**: While driving personal golf carts through parking lots, special care should be taken to observe traffic and vehicles pulling in/out of parking spaces.
8. **Signaling**: Drivers of personal golf carts that are not equipped with turn indicators shall use appropriate hand signals.
9. **Packages**: Items being transported must be placed in the rear box and/or otherwise properly secured.
10. **Parking and storage:** Operators must remove ignition key when leaving the cart. All personal golf carts left outside overnight are to be cable locked. Carts must be parked in such manner that they do not block or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks. Carts will not be parked in fire lanes, handicap parking spaces without a proper permit, in any manner that block the normal flow of pedestrian traffic or building entrances and exits, or on sidewalks or ramps that would impede pedestrian or handicap accessibility. Carts are to be recharged only at designated recharge areas that have been surveyed by Facilities Services for electrical load sufficiency. The use of extension cords from inside buildings to carts is prohibited.
11. **The Meadows:** Operators of rented golf carts through the Meadows Golf Course (https://www.gvsu.edu/meadows/campus-cart-rental-36.htm) must adhere to all rules and requirements of the course and as outlined in this policy.

C. Vehicles

The following rules apply to all operators of vehicles on University owned or controlled property, excluding a police officer in the performance of his or her official duties, if following such rules will prohibit their ability to safely and efficiently carry out their duties.

1. Motorcycles & Mopeds: Motorcycles and mopeds may be used on roadways on University owned or controlled property, subject to the following rules:

a. Motorcycles and mopeds are entitled to full use of a roadway lane, and a motor vehicle must not be driven in such a manner as to deprive a motorcycle of the full use of a lane.

b. Motorcycles and mopeds may be operated 2 abreast in a single lane and may not ride more than 2 abreast.

c. Operation must not be in a manner that blocks, delays, or otherwise interferes with the movement of a motor vehicle on a roadway.

d. Operators must not pass between lines of traffic but may pass on the left of traffic moving in the same direction in the case of a 2-way street or on the left or right of traffic in the case of a 1-way street, in an unoccupied lane.

e. Motorcycles and mopeds must not be operated on sidewalks or other pedestrian walkways.

2. Quad or ATVs: Quads and other ATVs are not permitted on University owned or controlled property.

3. Personal Vehicles ("PV"s): All operators of Personal Vehicles must carry personal liability insurance covering the vehicle in accordance with applicable state laws. Any damage to persons or property on university controlled and owned property are the personal responsibility of the individual operator of the PV in accordance with the terms of their personal insurance coverage and applicable state laws.

4. Other Laws and Policies: All vehicles on University owned or controlled property must be utilized in accordance with all local laws and University policies and posted signage, including the University parking policy, Parking Ordinance - University Policies and University traffic policy, Traffic Ordinance - University Policies.

VI. RELATED LINKS

Housing Guest Policy

Housing Policies

Student Code