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**Revision Responsibility:** Director of Facility Services and Safety  
**Responsible Executive Officer:** Vice President for Finance and Administration

**Source/Reference:** None

## **PURPOSE**

This policy is written to define the approved and acceptable use of both college-owned and non-college-owned vehicles and Other Power-Driven Mobility Devices (OPMD) on intercampus pathways and inner campus green spaces.

## **POLICY**

### **I. General Prohibition**

- A. Except as otherwise provided in the policy, motorized vehicles are prohibited on intercampus pathways, green spaces, and campus buildings.
- B. Motorized vehicles should be parked in a manner that would not block the entrance or exit to any campus building. These motorized assisted mobility vehicles must also be parked in a manner that does not inhibit the ability of emergency response vehicles or personnel. They must also be parked in a manner that does not inhibit normal traffic flow through the campus or cause damage to the campus property.
- C. Never operate the vehicle under the influence of drugs or alcohol that may impair your driving ability. If you are taking prescribed pain medication that makes you drowsy, or if you are impaired in any way, do not drive the vehicle. Violations of this provision may result in revocation of approval to operate the vehicle on campus. All violations of this provision will be turned over to the Vice President for Student Affairs and/or local authorities.

### **II. Scope**

This policy shall apply to all motorized vehicles and OPMDs being utilized on the areas identified as intercampus pathways or inner campus green spaces on all Columbia State campus locations. This policy shall not apply to:

- A. College-owned or leased grounds keeping equipment such as lawnmowers, tractors, gardening all-terrain vehicles, etc.
- B. Emergency vehicle usage for local law enforcement agencies, Emergency Medical Services (Ambulances), Security Emergency Response activities, and local fire departments.

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C. Wheelchairs.

### III. Definitions

**Approved Vehicle Usage** – Vehicle usage that has been approved for business purposes on the campus. This usage may be limited to certain approved hours and certain approved days.

**Conditional Vehicle Usage** – Vehicle usage that has received approval for specific activities that may occur at non-routine times or at times when students are present.

**Green space** – An area of grass, trees, or other vegetation set apart for recreational or aesthetic purposes on the campus.

**Other Power-Driven Mobility Device** – Any mobility device powered by batteries, fuel, or other engines – whether or not designed primarily for use by individuals with mobility disabilities – that is used by individuals with mobility disabilities for the purpose of locomotion, including golf carts, electronic personal assistance mobility devices, such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this section.

**Wheelchair** – A manual or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion.

**Inner Campus Green Space** – Green space, which is located within the main campus area. These areas are all green spaces identified within the Inner Campus Area locations defined in **Form B** of this policy.

**Intercampus pathways** – All sidewalks, pathways, walkways, and plaza areas located within the College campus, which are primarily intended for pedestrian traffic. See **Form A** for a diagram identifying the areas designated as Intercampus Pathways.

**Special Events Usage** – Vehicle usage in which intercampus pathways or green spaces must be used for activities such as displays, educational activities, and volunteer activities.

**Spotter** – An individual with the capability of warning pedestrians or others in the path of a vehicle and maintaining a safe route for a vehicle on campus. The spotter must not be riding in the vehicle at the time of performing their duties.

**Motorized Vehicle** – A self-propelled conveyance that runs on tires and has no other function than conveyance. This definition includes any device that may also be considered an OPDM device.

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#### IV. Approved Vehicle Usage

Approved usage allows all the identified groups to utilize motor vehicles on the intercampus pathways and green spaces for the listed activities during the times identified. If a vehicle must be used for an approved purpose during a period that is not specified in this policy, that usage must be treated as a conditional vehicle usage as defined in Section V of this policy.

- A. Garbage pickup – The inner campus exterior garbage pickup shall be conducted between the hours of 10:30 p.m. and 7:30 a.m. In order to facilitate this pickup, college vehicles are allowed to operate on intercampus pathways and green spaces during those hours.
- B. Mail Delivery – The mail courier may conduct various operations such as delivery of equipment/packages to the various buildings on campus. These activities have intercampus pathway and green space vehicle usage approval during the hours of 10:30 p.m. until 7:30 a.m. on Monday thru Friday, and Saturday from 5:00 p.m. thru Monday at 7:30 a.m.
- C. Security Operations
  - 1. The Security Office conducts various operations such as patrols, unlocking and locking of all buildings on the Columbia Campus. These activities have intercampus pathway and green space vehicle usage approval during the hours of 10:30 p.m. until 7:30 a.m. on Monday thru Friday, and Saturday from 5:00 p.m. thru Monday at 7:30 a.m.
  - 2. In situations in which the Security Officer feels that for their own safety, or for the safety of others, the operation of a motor vehicle on campus is warranted, the Security Department has approval to operate the vehicle on campus regardless of the time.
- D. IT Operations – The IT Staff conducts various operations such as delivery of computer components, maintenance of IT equipment, etc. These activities have intercampus pathway and green space vehicle usage approval during the hours of 10:30 p.m. until 7:30 a.m. on Monday thru Friday, and Saturday from 5:00 p.m. thru Monday at 7:30 a.m.
- E. Instructional Technology and Support Services – The Instructional Technology and Support Services staff conduct various operations such as delivery of equipment to the various buildings on campus. These activities have intercampus pathway and green space vehicle usage approval during the hours of 10:30 p.m. until 7:30 a.m. on Monday thru Friday, and Saturday from 5:00 p.m. thru Monday at 7:30 a.m.
- F. Grounds Operations Preparing for Responding to Extreme Weather – Activities such as applying salt and operating plows on campus. These activities have inner campus pathway and greenspace vehicle approval as needed.

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## V. Conditional Vehicle Usage

These activities have approval contingent upon meeting the following specified provisions: (1) Security must be notified prior to usage; or (2) The person or group operating the vehicle on campus shall either provide a spotter or the vehicle must be equipped with an audible warning device to ensure the safety of this activity. This audible warning device must be utilized any time a vehicle is utilized conditionally on the intercampus pathways or on the College's green spaces.

- A. Shredded paper pickup – This activity occurs on the intercampus pathway located between the John W. Finney Memorial Library and the Pryor Administration Building.
- B. Facility Services carrying heavy materials – This activity includes hauling heavy equipment, supplies/tools or loading/unloading tables, chairs, etc.
- C. Distribution of materials to and from shipping/receiving – These activities include non-routine pickups and deliveries of heavy items for shipping and receiving purposes.
- D. Event setup – These activities include setting up equipment, tables, chairs, etc. for events.
- E. IT carrying heavy materials – This activity includes moving computers, ladders, etc. to locations that are required for college business.
- F. Instructional Technology and Support Services moving heavy equipment – This activity includes moving equipment for college business.
- G. Faculty transportation of heavy equipment – This activity involves the necessary transportation of heavy equipment to and from buildings that are required for college business.

## VI. Special Event Usage

These activities must be approved by the Student Affairs Office and coordinated through the Security Office. These activities must also comply with the requirements found in [Columbia State Policy 03:07:00](#), which is entitled Campus Facilities Policy. A non-comprehensive list of activities associated with these events include:

- A. Parking of the blood mobile on intercampus pathways and inner campus green spaces.
- B. Setup of vendors in intercampus pathways and inner campus green spaces.
- C. Setup of special displays for Student Affairs on intercampus pathways and inner campus green spaces.



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- D. Other educational or community service display activities on intercampus pathways and inner campus green spaces.

#### VII. Contractor Vehicles

- A. Contractors at times must utilize vehicles on intercampus pathways as well as green spaces.
- B. All Contractor usage should be coordinated through the Facility Services Department and the Security Office.
- C. Safety measures should be implemented for this usage and blanket approval may be issued for extended periods of time as long as the safety measures are in place.

#### VIII. Other Power-Driven Mobility Devices

- A. Before use, Columbia State will make reasonable modifications to the policy to permit the use of OPMDs by individuals with mobility disabilities, unless such use cannot be operated in accordance with legitimate safety requirements. These safety requirements shall be based on actual risk, not on mere speculation, stereotypes, or generalizations about individuals with disabilities.
- B. In determining whether a particular OPMD can be allowed on intercampus pathways or green spaces, Columbia State shall consider:
  - 1. The type, size, weight, dimensions, and speed of the vehicle;
  - 2. The inner campus or green space volume of pedestrian traffic (which may vary at different times of the day, week, month, or year);
  - 3. The inner campus or green space's design and operational characteristics (e.g. whether it is service, program, or activity conducted indoors, its square footage, the density of placement of stationary devices, and the availability of storage for the device, if required by the user);
  - 4. Whether legitimate safety requirements can be established to permit the safe operations of the OPMD device in the inner campus or green space; and
  - 5. Whether the use of the OPMD device creates a substantial risk or serious harm to the immediate environment or natural or cultural resources.
- C. The policy will also state that the College will base its assessment of the forgoing factors on relevant documents or other information, including as appropriate, but not limited to,

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vehicle specifications, including both minimum and maximum speeds and evidence of actual pedestrian traffic volume in relevant areas of campus at relevant times.

- D. An individual may request a reasonable modification to this policy to permit the use of an OPMD by contacting the Facility Services and Safety Department. The Facility Services and Safety Office will provide a request form to be completed by the individual making the request. The request will be forwarded to and considered by the College Accessibility Team. The Accessibility Team will provide a determination to the individual within five (5) business days of making the request. The Accessibility Team will document the reasons for its decision and maintain copies of all documents and information supporting the decision. An individual may appeal the Accessibility Team's decision in writing to the President within five (5) business days from receiving the decision. The President's decision will be final.
- E. The College is not responsible for parking, storage, maintenance, or damage that may result to that OPMD while on the College campus. The operator of that vehicle shall be responsible for all damage related to their operation of that vehicle. The operators of all OPMDs are responsible for all damage, injuries, and losses associated with their operation of the vehicles on the College campus.
- F. OPMDs shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. In congested pedestrian areas, operators must either park or reduce speed and proceed at a pace consistent with that of pedestrians. Pedestrians shall be afforded the right-of-way at all times. This includes persons walking, jogging, and those in wheelchairs. OPMD vehicles shall not be operated if safety features on that vehicle have been disabled or are not in operation.

*February 6, 2017 (new policy); December 7, 2017 (review completed); reviewed/accepted by Cabinet, approved/signed by the President September 2022.*