

## Motor Vehicle Use on University Grounds

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### Policy Purpose

The purpose of this policy is to provide for the safety of the campus community and to improve the appearance of University landscape and hardscape by managing vehicular use on the campus.

(hardscape: The part of a building's grounds consisting of structures, such as patios, retaining walls, and walkways, made with hard materials.)

It is the intent of this policy to exclude and/or limit vehicles from the landscaped areas, sidewalks, lawns and all other University grounds areas except for drives and designated building access areas. Pedestrian safety is of paramount concern in this matter, especially with increased numbers of students, faculty and staff walking on campus and the increase of students with disabilities including visual and other impairments. Additionally, the University has a commitment to the preservation and beautification of campus grounds. Deterioration of landscaping and walkways due to excessive vehicular weight, soils compaction, tire ruts and damage to lawns and ornamental beds detract from the overall appearance of the grounds and increases the costs of grounds maintenance.

It is recognized that exceptions will have to be made to this policy from time to time for a variety of reasons. In such cases, permission to operate or park a motor vehicle(s) or other motorized equipment on University grounds and walkways must be obtained in advance from the University's Police Department. Emergency vehicles in performance of official duties are exempt from this policy.

This policy is in addition to the motor vehicle rules and regulations issued by University Police. Any questions regarding this policy should be directed to USC Upstate University Police Department.

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### Requirements

Routine services requiring vehicular access to University buildings will be made by means of utilizing designated service vehicle parking spaces. Exceptions will be made when heavy materials are to be loaded or unloaded or the nature of the work requires the vehicle to be located close to the work area. Parking of service vehicles will be in designated service parking spaces.

All motorized vehicle traffic, using walkways and areas other than roadways must first receive authorization from University Police.

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Violators may be subject to the fines and penalties.

Contractors, vendors, and delivery personnel are required to obtain parking authorization prior to parking in a designated space. Violators may be subject to fines and/or penalties.

Contractors working for the University will use designated spaces as outlined in project documents/contracts. In the case of outside contractors working on University grounds, the contractor is responsible for physical damage and hazardous material spills or leaks. Delivery vehicles that are non-university vehicles will use designated spaces in parking lots to make deliveries. Exceptions to these requirements are the same as listed above.

Some areas of campus may be physically protected with steel bollards. Keys for accessing areas protect by bollards will be checked out from the University Police. If a key is lost or not returned, the contractor or responsible party will be charged \$50.00 for re-keying a bollard. University supervisory personnel will be issued bollard keys and will be responsible for returning bollards to their upright position and locked upon leaving the area. Abuse of bollard keys may result in disciplinary actions and/or fines.

All motorized vehicles, including golf carts, traveling on the University campus are expected to use roadways and park in parking lots unless authorized by University Police in accordance with this policy.

All golf carts and other motorized equipment will be operated as determined and in accordance with Section 56-3-115 of the South Carolina law, which states such vehicles may be operated on a secondary highway or street within two miles of a place of business during daylight hours only; and cross a primary highway or street while traveling along a secondary highway or street within two miles of a place of business during daylight hours only.

All motorized vehicles and equipment on sidewalks must give right-of-way to all pedestrian traffic, moving off to the side to allow passage. A map of suggested routes is available on the USC Upstate website in the MAPS section located at [http://www.uscupstate.edu/about\\_upstate/map/directions.asp](http://www.uscupstate.edu/about_upstate/map/directions.asp). All motorized vehicles that leak or drip liquids are prohibited from traveling or parking on walks or landscaped areas.

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All vehicles parked on landscape, pedestrian infrastructure or in the process of service delivery, must display adequate safety devices, i.e. flashing lights, cones, signage, etc.

All drivers of equipment, vehicles, and golf carts will be respectful of university landscape, equipment, structures, fixtures and signage.

Contractors and university departments of equipment or motor vehicles that damage university hardscape or landscape will be held responsible for damages and restoration expense.

All incidents of property damage will be reported to University Police and documented on an official University Incident Report.

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### Procedures

All requests to operate a vehicle or golf cart (University, private, contractor, etc.) on walkways or grounds are to be made to University Police by email or memorandum, signed by the appropriate Department Head, Dean, or Division Director. The requests are to be submitted at least three days in advance of the need to drive on the walkways or grounds.

The request should

1. specify location(s) where the vehicle/golf cart needs to travel/park,
2. type(s) of vehicle(s)/golf cart(s),
3. date(s) when the vehicle(s)/golf cart(s) need to use the walkways and/or grounds, and
4. acknowledge that the vehicle/golf cart operator(s) is/are familiar with this policy.

University Police will coordinate with Facilities Management (Landscape Services) as part of the approval process. For recurring requirements, permission not to exceed one calendar year may be requested. On the request, indicate that it is for a recurring requirement. The written approval from University Police is to be placed in the vehicle, and should be displayed on the dashboard of the vehicle while it is parked on the walkway/grounds. If additional designated spaces in parking lots for service vehicles or golf carts are desired, submit a work request to Facilities Management clearly describing the location of the desired space and the reason it is required.

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Implementation

This policy is effective upon approval by the Chancellor