

Guidelines for the Procurement, Operation and Management of Electric Utility Vehicles on Curtin Campuses

Purpose

To establish standards for the safe use and operation of Electric Utility Vehicles (EUV) at Curtin University.

Scope

This applies to the operation of electric utility vehicles on behalf of Curtin University irrespective of whether the vehicle is owned by the University or another party.

Definitions

- EUVs:** Motorized utility vehicles powered by electric motors. **Examples include** golf carts, vans, utility carts, and gators; **but do not include** turf maintenance and construction equipment, licensed electric commuter vehicles, autonomous vehicles, powered wheelchairs, electric bicycles, skateboards, or scooters.
- Valid Business Use:** Transporting personnel, equipment, or supplies for the university as well as transporting or escorting employees, visitors and students.
- University lands:** As defined in Schedule 1 to the Curtin University Act 1996.
- Department:** A Curtin organisational unit such as a Faculty, School, Department, Unit, Centre, Directorate; Area, Portfolio, Office, etc. that owns, leases, hires and operates an EUV.
- OEM:** Original equipment manufacturer.
- Authorised Use:** The acquisition and use of EUVs at Curtin University will only be permitted upon demonstration of valid business use and comply with this guideline.
- Approved Operator:** A worker who is over 18 years of age has a valid Australian driver's license and has successfully completed review of these procedures, the online training module and in person driving training recorded on the Verification of Competency form by an assessor operator.
- Assessor operator:** An approved operator with minimum 1 year of experience operating the EUV who can complete verification of competency for new drivers.

Responsibilities

Departments:

Department Heads (or delegate) must:

1. Maintain a register of all EUVs within their area.
2. Inform Security, Parking and Transport Department within 14 days of purchase of a new EUV.
3. Ensure all EUVs are registered with the Dept of Transport to be operated on University Lands. All EUVs shall display a registration number issued by - Department of Transport. Any utility vehicle without proper registration and identification shall be denied access to the pedestrian precinct and/or impounded by Security, Parking and Transport. Please contact the Security, Parking and Transport Department, Fleet Officer at Curtin should you require assistance with the requirements.
4. Ensure EUV's are registered as an asset within the Finance System to be covered by University Insurances.
5. Ensure staff that are required to operate EUVs are an approved Operator.
6. Implement controls to access and utilise EUVs available to their department.
7. Ensure compliance with all safety standards including those listed in this guideline.
8. Ensure the EUV has a copy of the Operating Rules found at the end of this guideline available in the EUV.
9. Maintain all original equipment and safety features in good working order, and make sure that their utility vehicles maintain good physical appearance (no dents, scrapes or other body damage).
10. Ensure timely repair of safety faults and, if the EUV cannot be operated safely without said repairs taking place, the EUV shall be tagged "out of service" and so remain until the repairs are completed. If an EUV is out of service, the key shall be secured by an authorized person to prevent use of the EUV until repairs are completed.
11. Schedule routine preventative maintenance for its EUVs at least once every twelve (12) months or more frequently if specified by the manufacturer.
12. Ensure EUV is stored in an area to allow for battery recharging and to shield the EUV from inclement weather. EUVs must be stored in a secure area and/or the use of a chain and padlock or steering wheel lock should be considered.
13. Ensure that their contractors wishing to use an EUV on campus follow these Guidelines.

Health and Safety:

1. Administer these guidelines.

Contractors:

1. Contractors shall follow these the EUV standards, Instructions for Operators and Operating Rules.
2. Contractors must complete the EUV training available on rapid prior to operating an EUV on campus. Contracting companies are responsible for ensuring their workers have been deemed a competent driver.
3. Contractors shall not use Curtin-owned EUVs unless this has been expressly permitted in the contract. Curtin University reserves the right to refuse permission for EUVS that do not meet these guidelines to be brought onto campus.

EUV Standards**Safety:**

1. EUVs operated on University property shall be equipped with:
 - The appropriate number of seat belts (one seatbelt for each allowable occupant).
 - an appropriate speed-control device to limit the maximum speed to 30kph.
 - Headlights, taillights, brake lights (2 each) and electric turn signals
 - A horn with an activation button/switch within reach of the driver.
 - Cipher lock or ignition/on-off key to prevent unauthorized use.
 - A parking brake
 - An audible alarm when placed in reverse.
 - Reflective tape placed on the front and rear bumpers for easier visibility at night and/or an amber roof light
 - Mirrors
2. Modifications must not be made to an EUV after delivery to campus without manufacturer's approval. EUVs must not be modified in any manner that affects the recommended mode of operation, speed or safety of the utility vehicle.
3. No objects are to be left unsecured on the seat of an EUV while in operation.
4. The EUV must not be used to jump-start any other vehicle.
5. Keys must not be left in unattended utility vehicles.
6. The foot brake must be applied before leaving the vehicle.

Charging:

1. EUV batteries must only be recharged using an approved battery charger that is designed to shut off automatically when the batteries are fully charged.
2. EUV batteries and chargers are required to be stored out of direct sunlight and away from any heat sources.

3. EUVs must not be recharged near an open flame or source of ignition.
4. Extension cords must not be used.
5. Batteries must only be replaced in accordance with OEM specifications by an approved repairer.

Instructions for Operators

Permitted Use:

In addition to the WA road rules (contained in the Road Traffic Code 2000 and Road Traffic (Vehicles) Regulations 2014) EUV's must only be operated by Approved Operators for official University business and must only be operated within the confines of University Land.

Approved Operators must:

1. Not be under the influence of alcohol, illegal drugs, or medications that affect their driving abilities .
2. Immediately advise their manager if they no longer hold a valid driver's license or are under suspension.
3. Obtain prior written approval if they plan to operate another department's registered EUV.
4. Notify immediately of safety and maintenance concerns to the supervisor of the department to which the EUV is registered.
5. Report any incidents involving an EUV immediately to their line manager and CHARM
6. Complete the online EUV Training either on Iperform or through Rapid Global (contractors) *and* complete a verification of competency with an assessor operator.

Speed limits:

Location	Speed Limit
Roadways on University Land	30 km/h
Shared zones	10 km/h
Pedestrian pathways	5 km/h

Load and Passengers:

1. Never exceed the maximum load capacity recommended by the manufacturer, either by number of occupants or weight of the passengers and load. EUVs may not carry more passengers than seating and seatbelts provided.
2. Operators must never allow anyone to ride standing in, on the back, or in the bed of an EUV.
3. No one under 16 may be transported via EUV, except with permission from the University.

Accidents and Safety Incidents:

All accidents involving EUVs shall be reported **immediately** in CHARM and to the supervisor of the department to which the EUV is registered.

Special Exemptions:

Should you be required to operate an EUV on campus that is not registered with the Department of Transport, a special exemption request form must be approved by Health and Safety. Special Exemption request forms are available on the Health and Safety website. All operating rules must be followed whilst operating an EUV under special exemption.

Operating rules

- EUV's must only be operated within the confines of University Land and are not to be driven on public roads including driving from Bentley main campus to Technology Park
- EUV's must only be operated by an approved operator. Approved operators must have completed the EUV Online Training and been deemed competent by an assessor operator
- Operators must complete daily pre-starts on the EUV prior to operation
- Obey the speed limit at all times
- Give way to pedestrians, leave at least 1m of space between the vehicle and pedestrians
- EUVs must have all wheels touching the ground/roadway at all times.
- EUVs may not drive on pathways when a road is available.
- EUVs must be operated at speeds no greater than 30 KPH.
- EUVs must not impede or interfere with normal pedestrian or vehicular traffic flow.
- Operators should always consider terrain, weather conditions and existing pedestrian and vehicular traffic which may affect the ability to operate the EUV safely.
- Operators must stop at all "blind" intersections then proceed with caution.
- Operators must never reverse the vehicle without looking to see what is behind the EUV.
- Operators must not wear headphones, use mobile phones or use/operate any other device that may cause a distraction.
- Operators must utilize all safety equipment including seat belts.
- Operators are responsible for the safety of their passengers
- Keep head, legs, and arms within the cab at all times while the EUV is in motion.