



UC San Diego

Policy & Procedure Manual

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CENTRAL GARAGE

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USE OF SERVICE VEHICLES POLICY

SCOPE

This policy applies to all Service Vehicles operated at any UC San Diego location.

POLICY SUMMARY

This policy governs the use of Service Vehicles at UC San Diego and promotes the goals of safety and sustainability.

DEFINITIONS

- A. Campus Roadways** means that portion of UC San Diego publicly maintained and open to the use of the public for purposes of vehicular travel, commonly known as streets. (See California Vehicle Code (VEH), Section § 360)
- B. Cart** means all motorized carts that do not fall under the definition of NEV/LSV.
- C. Emergency Vehicles** means vehicles operated by the Police Department, Fire Department, Life Guard or Ambulance Services.
- D. Full-Sized Vehicle** means vehicles commonly described as cars, trucks and buses and defined in VEH, Sections § 410, 464, 465, 471.
- E. Micromobility Device:** means devices or vehicles including but not limited to, bicycles, scooters, skateboards, and other wheeled devices intended or used for human transport, whether powered by the rider, by an electric motor, a gasoline motor or by a combination thereof, which:
 - a. Weigh less than 250 pounds, and
 - b. Are not required or eligible to be registered as a motor device in the State of California, and
 - c. Are not used primarily to assist the mobility of people with disabilities.
- F. NEV/LSV** means Neighborhood Electric Vehicle (NEV)/ Low Speed Vehicle (LSV). It is a motor vehicle that:
 - a. has four wheels,
 - b. has a top speed of not more than 25 mph on a paved level surface
 - c. has a 17-digit conforming vehicle identification number (VIN)
 - d. has a gross vehicle weight rating (GVWR) of less than 3,000 pounds
 - e. may look like a golf-cart to the casual observer, but is actually a motor vehicle requiring a valid California driver license, registration, and insurance
 - f. be equipped with non-flooded batteries, strobe light, passenger side mirror, 4 wheel brakes and 3 point seat belts (if offered) (See VEH Sections § 385.5, 21250)

- G. Official University Business** means activities conducted by University employees on behalf of the University at the direction of University employees.
- H. Pedestrian** means a person whose mode of transit is ambulation or who is defined as a Pedestrian under the Americans with Disabilities Act. Examples include a person walking or using a wheelchair, self-propelled wheelchair, or handicap scooter.
- I. Pedestrian Pathways** means those portions of UC San Diego maintained and open to the use of the public for the primary purpose of Pedestrian travel on campus.
- J. Service Vehicle** means all Full Sized Vehicles, NEV/LSVs and Carts owned, leased, or permitted for use by UC San Diego.
- K. Triton Mobility** means vehicles operated by Triton Mobility Services, a UC San Diego program designed for the transportation of disabled students, staff and faculty members.
- L. Unlicensed Vehicle** means a vehicle of any kind that does not require valid California driver license, registration, and insurance in order to operate legally.

POLICY STATEMENT

A. Service Vehicle Operations

Service Vehicles may be used only for the conduct of Official University Business.

The use of Service Vehicles must comply with [UC Policy BFB-BUS-46 - Use of University Vehicles](#).

Service Vehicles must be operated in accordance with the law and obey all vehicle regulations at all times including speed limits posted on Pedestrian Pathways. Emergency Vehicles responding to an emergency situation may operate in accordance with [California Vehicle Code, Section § 21055](#).

With the exception of Triton Mobility, Service Vehicles are required to use Campus Roadways and should not transition to Pedestrian Pathways unless it is necessary to conduct their Official University Business.

Travelling via Pedestrian Pathways for the sole purpose of reducing transit time is not permitted except in the case of emergency.

When driving on Pedestrian Pathways, all other users have the right of way at all times.

While in operation, all Service Vehicles shall maintain a minimum distance of 10 feet behind any Pedestrian, person operating a Micromobility Device or NEV/LSV.

Service Vehicles should not attempt to pass Pedestrians unless they can do so without causing them to change their route of travel.

Service Vehicles may not park in the following locations:

- Fire lane designated curbs
- ADA designated parking spaces
- Reserved parking spaces
- Blocking access to building entrances, stairways, or access ramps
- Impeding the normal flow of traffic on Pedestrian Pathways
- Landscaped areas (unless required due to emergency or operational necessity).

B. Service Vehicle Maintenance

All Service Vehicles must be annually inspected by Fleet Services. Full Sized Vehicles travelling more than 7,500 miles annually should be inspected more frequently. Carts and NEV/LSV vehicles travelling more than 2,500 miles annually should be inspected more frequently.

Unless specifically approved by Fleet Services, Carts are not permitted to be used as Service Vehicles. NEV/LSV vehicles are to be used instead.

All Service Vehicles will be appropriately registered with the State of California if possible. Carts must be registered with Fleet Services.

All departments which operate Service Vehicles are responsible for the safe operation of those Service Vehicles. This includes the routine cleaning and disinfection of the interior high touch points such as, but not limited to, the following: door handles, window cranks, seats, grab handles, the steering wheel, and dashboard. This routine cleaning is a specific health and safety requirement for all departments owning and operating Service Vehicles for which they will bear the expense. Fleet Services can provide suggested procedures associated with this Policy however Service Vehicle operators are ultimately responsible for the implementation, management and funding of this required routine cleaning.

Violation of this policy may result in the imposition of fines, referral to the Office of Student Conduct or Human Resources.

RESPONSIBILITIES

Fleet Services will inspect all Service Vehicles on a regular basis in accordance with this policy.

Fleet Services will maintain a list of all carts and corresponding permission for use.

UC San Diego Police in coordination with UC San Diego Human Resources or their designee shall be responsible for the enforcement of this policy.

It is the responsibility of the Service Vehicle operator to maintain awareness of conditions at all times and cease operations if a hazard is present.

PROCEDURES

None

FORMS

None

RELATED INFORMATION

A. California Vehicle Codes:

- [360](#) – Definition of Highway
- [385.5](#) – Definition of Low Speed Vehicle
- [410](#) - Definition of Motor Truck
- [464](#) - Definition of Passenger Transportation Vehicle
- [465](#)- Definition of Passenger Vehicle
- [471](#)- Definition of a Pickup Truck
- [21055](#)- Article 2: Effect of Traffic Laws

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[21250](#) – Definition of a Low Speed Vehicle

B. Americans with Disabilities Act:

[35.136\(a\)](#), - Service Animals - Exceptions

[35.137\(a\)](#) - Mobility Devices - Use of wheelchairs and manually-powered mobility aids.

C. University of California Business and Finance Bulletin:

[BFB-BUS-46: Use of University Vehicles](#)

D. Campus Micromobility Resources:

<https://transportation.ucsd.edu/alternatives/micromobility.html>

E. UC San Diego Bicycle, Skateboard and Scooter Guidelines:

<https://police.ucsd.edu/resources/bike-skate.html>

FREQUENTLY ASKED QUESTIONS (FAQ'S)

None

REVISION HISTORY

XX/XX/2020 – This policy was reviewed, revised and reformatted. This policy rescinds the UC San Diego Use of Service Vehicles policy issued on 2/20/1992, PPM551-6.