

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
PHYSICAL PLANNING AND FACILITIES MANAGEMENT**

AUTOMOTIVE IDENTIFICATION AND ACCESS TO INNER CAMPUS

PURPOSE OF POLICY:

Permission for automotive access to inner campus will be by permit only. Vehicles under special permit will be required to take appropriate safety precautions. Each supervisor responsible for a vehicle/cart that operates on the inner campus must:

- Adhere to the established access and routes for repetitive trips avoiding, to the extent possible, the areas that are most crowded and adopting a schedule that avoids periods of high student use. (See attached map with approved routes.)
- Adhere to the “Driving Risks and Responsibilities” (listed on reverse side of the attached map) and have each driver read and sign the statement upon initial appointment and annually thereafter. A copy of this statement must be filed within the department and available for review by the University Fleet Administrator, University Auditor, and/or Office of Safety and Risk Management.
- Ensure each driver has a valid California drivers license and obtains Driver Certification through University Police.
- Ensure all vehicles/carts used on campus have a standard identification decal (issued only by Facilities Management) affixed on each side, or front and back as space allows, that includes an assigned number and the appropriate department name (unless exempted by the Associate Vice President for Physical Planning and Facilities Management). The initial cost of the decal installation will be the responsibility of the University. Thereafter, replacement/repair costs will be the responsibility of each department.
- Have the vehicle/cart inspected by Facilities Management, or other certified automotive garage, for maintenance of safe conditions and have records on file with the University Fleet Administrator as required by the State and State University Administrative Manual (SUAM), Appendix BA 2973-ABS.

EFFECTIVE DATE: JUNE 1, 1998

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DRIVING RISKS AND RESPONSIBILITIES

Driving safely on and around campus is essential. With the increased congestion in both vehicular and pedestrian traffic, safety and caution are absolutely critical. When driving on campus, whether in a vehicle or cart, please follow these guidelines and the established access and routes:

- Avoid driving on inner campus during class breaks (ten minutes to the hour). Only access campus interiors for specific service-related needs, i.e., unloading or emergency response.
- Never exceed posted speed limits and use discretion when a slower speed may be more appropriate due to congestion.
- Use caution at pedestrian crossings, i.e., intersections, crosswalks, and other unmarked areas where frequent crossing occurs. **REMEMBER, the pedestrian always has the right of way.**
- Always park vehicles as not to block traffic, crosswalks, disabled access, building entrances, fire hydrants, and walkways.
- Vehicle access in the areas prohibited, as specified on the established access and routes map, shall be adhered to.
- All vehicular traffic is prohibited on the elevated pedestrian walkway located between the Student Services/Administration building and the North Campus Library.
- All vehicular traffic is prohibited on all brick surfaces, as specified on the established access and routes map.
- Driving on lawns and landscaped areas is prohibited. Alternate routes are to be used to eliminate unnecessary ruts in landscaped areas and repairs to underground utility systems. Cutting corners through landscaped areas will be considered damaging University property. Drivers will be held accountable.
- When attending any on-campus event (Staff Day, on-campus seminars, etc.), use designated parking spaces. This includes all vehicles and carts.

Employee Signature: _____ Date: _____

Department: _____

June 1, 1998