



Revised Feb 24  
Environmental Health and Safety  
Fleet Services

### Operation and Travel for Gators, Golf Cart, or Mini Truck

- All drivers must have a valid driver's license and a DMV on file with the Office of Fleet Services. Department Designees assigned to process DMV's for employees and/ or affiliates should reach out to the Office of Fleet Services at [fleetservices@bas.pitt.edu](mailto:fleetservices@bas.pitt.edu)
- All vehicles must be equipped with a flashing warning light. (strobe light)
- Back up alarms or signals must be installed on all vehicles.
- If safety warning devices are not functional, the vehicle must not be used until repaired.
- Riders are permitted only in seats; they are not permitted to ride in the back of the vehicle unless it is designed for that purpose.
- If seat belts are available, they must be used.
- Operators must inspect safety devices and operating systems before use and report any defects immediately.
- When mounting or dismounting vehicle, it must be placed in the neutral or park position and shut off.
- Do not park in crosswalks or in access areas to emergency equipment.
- Vehicle shall not be driven up to anyone standing in front of a fixed object.
- When approaching individuals from behind sound the horn and do not proceed until eye contact has been made.
- Yield to pedestrians and other vehicles.
- Tools and parts are only to be loaded, repositioned, or unloaded with the vehicle in park or neutral.
- Vehicle is not to be driven on public roads, except for crossing.
- Vehicle should not be used to tow or pull anything except for accessories specifically designed for that purpose.
- Distraction free operation. Do not use cell phones or electronic devices while operating vehicle (including headphones). All operators of utility vehicle must sign and keep the signed document on file with their department designee. For more information on mobile device guidelines visit: <https://www.pts.pitt.edu/mobility/fleet-services/mobile-device-guidelines>
- No non-University **department** personnel allowed in Gator/Golf Cart/ Mini Truck.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2p#: \_\_\_\_\_

**This form is to be kept on file with your internal Supervisor and Department Human Resource Administrator.**