

Facilities Management Operating Policies and Procedures Manual

Effective Date: 2-14-05

Policy Number: 04-24-001

Section: Facilities and Services

Subject: FM Service Vehicle Operation, Access Routes, and Parking Within Campus Core

Purpose:

Provide staff with a clear definition of emergency and service and circulation.

(See)

Emergency Route Map

Service and Delivery Route Map

The Objective:

To provide emergency vehicles unobstructed access to the campus core to accommodate fire protection and other emergency services. Provide safe and effective delivery of goods and services to the campus community with minimum vehicular traffic within campus core. Promote a pedestrian friendly campus by minimizing pedestrian conflicts with vehicles and equipment.

General Policies:

1. Emergency routes are to remain open at all times (No Parking).
2. No parking or blocking designed fire lanes, buildings stand pipes, or ADA spaces.
3. Heavy equipment and Trucks, Cars, & Vans (TCV) should use TCV routes only for providing essential services.
4. Utility and Slow Moving Vehicles (SMV'S) can be use both TCV and SMV routes.

5. Service parking spaces, located inside campus core, should be utilized for delivery and disposal of materials or for the supply of goods and equipment that cannot be carried by hand from Service parking spaces outside core.
6. If Service parking spaces are occupied, it is the responsibility of the operator to find alternate parking.
7. It is recognized that restricting the use of services parking spaces in the campus core will result in increased time and reduced convenience for campus maintenance and construction. This will be balanced by increased pedestrian safety, cost saving for grounds restoration, and improved campus aesthetics. This policy will require employees and contractors to use sound personal judgment in distinguishing between employee convenience and essential uses of service parking spaces.

Off-Road Operation:

Off-road operation of vehicles is prohibited at all times, with the following exceptions:

- Grounds and athletic maintenance vehicle involved in grounds maintenance.
- Service vehicle and heavy equipment when off-road operation is essential to performance of maintenance or construction functions.
- Service vehicles and heavy equipment, when warranted in association with events as determined by Facilities Management and/or ASU Parking Services based upon event requirements and conditions existing at the time of event.

Campus core: Vehicle circulation and safety:

1. Vehicle courtesy and safety is paramount when accessing or exiting campus pedestrian circulation areas. Follow all University and Facilities Management vehicle safety training guidelines and policies. **Speed is to be reduced to a minimum (5 mph max). When driving along or crossing sidewalks as to avoid accidents with pedestrians. (ASU Safety Manual section 23: utility cart and Slow Moving vehicle operating policy).**
2. Parked vehicle are not to block building entrances and exits.
3. Parked vehicle on sidewalks or other pedestrian routes to perform maintenance activities should be avoided unless absolutely essential to perform the work required. If parking on sidewalks is unavoidable orange traffic cones must be placed in front and behind vehicles such that visually

impaired pedestrians will be directed by tactile perception around the vehicle and/or any equipment or supplies that may be projecting into the pedestrian path of travel.

4. Operators are not to block the path or limit ADA or handicap parking access to buildings or accessible routes.
5. All staff should be diligent and pay attention to keep vehicle wheels on hard surfaces especially during inclement weather to prevent turf damage and preserve campus aesthetics.
6. Travel during class changes or heavy pedestrian traffic should be kept to a minimum.