



<b>Santa Clara University Campus Safety</b>	<b>Policy Manual</b>
<b>Alternate Modes of Transportation</b>	<b>Effective Date: 10/15/2023</b>

**Purpose:**

Alternate modes of transportation are available to assist Campus Safety Staff Members in the performance of their duties. They include but are not limited to: bicycles, carts, and T3 motorized transport scooters. The purpose of this policy is to provide guidelines to Campus Safety Services employees with respect to their use.

**Definitions:**

**Alternate modes of transportation** - any non-motor vehicle, including but not limited to bicycles, carts, or motorized scooter, used by CSS employees during the course of their duties.

**Policy:**

Campus Safety Services employees may use alternate modes of transportation as a means to improve operational efficiency, to help them complete tasks, and to respond to calls for service. Prior to the use of ANY alternate mode of transportation, all CSS staff members are required to successfully complete training specific to that mode of transportation. Employees may not use any mode of transportation, under any circumstances, if they have not completed training. Supervisors will be responsible for ensuring an employee has completed training prior to that employee using the equipment; supervisors may revoke an employee's privileges if improper use occurs.

**Safety:**

Campus Safety Services employees will use all modes of transportation as they were intended to be used by the manufacturer. CSS employees will adhere to all safety recommendations of the manufacturer, as well as those of Santa Clara University. Safety equipment (such as

helmets and seatbelts) should be utilized at all times, and properly worn while operating the equipment. Safety equipment should be in good working condition at all times. Safety equipment in any form of disrepair will render the mode of transportation unsafe and should be reported to a supervisor immediately. The mode of transportation will be unusable until the safety issue is remedied.

**Training:**

Supervisors will ensure that staff members complete training prior to using any equipment. A certificate of completion will be placed in the staff member's training folder. Supervisors will provide time during the shift to facilitate any requisite training.

An updated training list will be sent to the Assistant Director at the end of each month. In addition, a list of authorized users will be posted in the Campus Safety Services office.