



# Vehicle Use Guidelines

# UNT<sup>®</sup>

DIVISION OF FINANCE  
& ADMINISTRATION  
Risk Management  
Services



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## 1. Purpose

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The purpose of the University of North Texas (UNT) Vehicle Use Guidelines are to provide clear direction on the safe operation, requirements, and procedures surrounding UNT vehicle use.

## 2. Scope

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This document applies to all individuals who operate a University-owned vehicle for University-sponsored or related business. This document is in support of **UNT Policy 12.004 Vehicle Operation and Parking**. Nothing contained in this document supersedes the framework provided within Policy 12.004. Individual units and departments may have additional requirements beyond those identified in this document. Persons who will be operating a University-owned vehicle should ensure all department-specific requirements are met, in addition to those identified in these guidelines.

## 3. University of North Texas Vehicle Fleet

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UNT owns and maintains a large fleet of vehicles provided to support UNT business activities. These vehicles may **only be operated by qualified and authorized employees for university designated purposes**. Vehicles are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, vehicles are to be operated in strict compliance with motor vehicle laws and with the utmost regard for their care and cost-efficient use.

## 4. University-Owned Vehicle Definitions

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The University owns many different kinds of vehicles. Per UNT Policy 12.004, a University-owned vehicle means any motorized vehicle owned by the university. These include, but are not necessarily limited to, the following:

- All-terrain vehicles (ATVs)
- Conventional vehicles (sedans, small trucks, SUVs)
- Golf carts
- Neighborhood electric vehicles
- Utility-type vehicles (Mules, Gators)
- Vans

## 4.1 Conventional Vehicles vs. Low-Speed Vehicles

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“Conventional vehicle” means any self-propelled, motorized vehicle designed for transporting persons or property on a public highway and must be registered.

All vehicles that are not conventional vehicles will jointly be referred to as “low-speed vehicles.” “Low-speed vehicle” means any vehicle that cannot attain a maximum speed in excess of 35 miles per an hour. This includes, but is not necessarily limited to, golf carts, neighborhood electric vehicles, all-terrain vehicles, and utility-type vehicles.

### 4.1.1 All-Terrain Vehicle

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“All-terrain vehicle” means a vehicle that was designed by the manufacturer primarily for farm or lawn care and is not designed for highway use.

### 4.1.2 Golf Cart

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“Golf cart” means any motorized vehicle that was designed by the manufacturer primarily for use on a golf course.

### 4.1.3 Neighborhood Electric Vehicle

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“Neighborhood electric vehicle” means a vehicle that is battery operated and can attain a maximum speed of 35 miles per an hour on a paved, level surface.

### 4.1.4 Utility-Type Vehicles

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“Utility-type vehicles” means any motorized vehicle generally used for maintenance, hunting, or recreation that must be titled, but may not be driven on public roads.

## 5. Driver Qualifications

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To be qualified to operate a University-owned vehicle, individuals must meet the following qualifications:

- Be employed by the University of North Texas
- Be at least 18 years of age
- Obtain supervisor approval
- Submit a [Request to Operate a University Vehicle](#) form to Risk Management Services (RMS)

- Undergo a Motor Vehicle Report (MVR) check
- Receive approval from RMS
- Must have at least one year of experience driving the class of vehicle that will be operated (This requirement does not apply for those who will only be operating low-speed vehicles)

University Driver Requirements and information on Driver Approval can be found on this website: <https://riskmanagement.unt.edu/Risk-Finance-Claims-Administration/Insurance/University-Driver-Requirements>. Individuals may also contact RMS at [askRMS@unt.edu](mailto:askRMS@unt.edu) or by phone at **940-565-2109**.

## 6. Driver Approval Process

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Once a form is submitted to RMS, RMS will request a MVR check on the applicant to ensure there are no past violations that will prohibit the individual from being approved. Out-of-state drivers must attach a MVR from the state that they are licensed to the **Request to Operate a University Vehicle** form. Forms take between 3 to 5 business days to process. Individuals who have questions about the Driver Approval Process can reach out to RMS at **940-565-2109** or visit this website: <https://riskmanagement.unt.edu/driver-request-forms>.

## 7. Driver Training

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The only conventional vehicle training requirement is for those who will be operating passenger vans; otherwise, there are no additional training requirements for those who will be operating conventional sedans or trucks. However, supervisors should **always** provide employees a short hands-on training before allowing them to drive University-owned vehicles independently.

Online low-speed vehicle training is required for all individuals who will operate golf cart or other low-speed vehicle on campus. Individual departments are responsible for ensuring that drivers of conventional vehicles are trained in the operation of the vehicle(s) they will be working.

### 7.1 Low-Speed Vehicle Training

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Any individual who will be operating a golf cart, or other low-speed vehicle, must complete the Risk Management Services online golf cart training through UNT Bridge. Once complete, individuals must forward their certificate of completion to their supervisor.

As with any vehicle, supervisors should take the time to provide a brief hands-on training/demonstration with employees who will be operating a golf cart for their office.

## 7.2 Van Training

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Individuals who will be operating passenger vans must enroll and participate in van training provided through UNT Facilities. Van training involves both classroom and hands-on instruction. Individuals are asked if they will need van training while completing the **Request to Operate a University Vehicle** form.

## 8. Procurement and Commissioning

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Vehicle procurement and commissioning of new vehicles must be completed in accordance with the UNT Fleet Management Plan.

## 9. Vehicle Inspection and Registration

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All University-owned *conventional* vehicles must be registered, inspected, and display a license plate when operated on roadways. All conventional vehicles must be registered within 30 days of procurement. Questions regarding insurance can be directed to RMS at [askRMS@unt.edu](mailto:askRMS@unt.edu) or by phone at **940-565-2109**.

## 10. Insurance

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The University maintains automobile liability and collision coverage for all University owned, rented or leased conventional vehicles. When Automotive Services communicates to RMS a new vehicle has been added to the fleet, RMS will apply insurance to the vehicle.

Employees who are approved drivers are encouraged to use a university vehicle for university business. For faculty, staff and students using their personal vehicle on University business, the vehicle owner's insurance policy provides the insurance coverage.

The University's automobile policy will provide liability coverage when a rented or leased vehicle is driven by an authorized person on University business. UNT System Business Support Services (BSS) has contracted with Corporate Travel Planners (CTP) to serve as the preferred vendor for advance travel planning. Direct billing for rental cars is provided through CTP for Avis and Enterprise. For questions regarding travel planning, call CTP at 855-201-6754. If a rental car is not reserved through CTP, the vehicle should be rented under the state contract and not an individual's name when an approved driver is on University business.

## 11. Driver Responsibilities

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Operators of University-owned vehicles have a number of important responsibilities. These responsibilities include, but are not limited to, the following:

- Operating vehicles safely
- Reporting accidents
- Ensuring vehicles are appropriately equipped and maintained

### 11.1 Safe Operation of University-Owned Vehicles

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Safely operating vehicles is an expectation for all university-approved drivers. Failure to operate such equipment safely may result in the revocation of driver status, impact to job status, and other disciplinary action (such as fines, tickets, and license suspension) imposed by law enforcement or other external agencies. The following sections will define safe driving, providing guidance that should be followed by all drivers whether on or off campus.

#### 11.1.1 Driving Alert

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It is critical to be fully alert and awake when operating any vehicle, including University-owned vehicles. Before operating any vehicle ensure to:

- Get plenty of rest before your trip
- Get out of your vehicle and stretch your legs every two hours. Rest for 15-20 minutes during each stop
- Avoid driving between midnight and 6 am
- Do NOT drink and drive - even small amounts of alcohol can impair your judgment and your reaction time – operating a University vehicle under the influence of any level of alcohol is strictly prohibited
- Do NOT drive distractedly (including texting, listening to music, putting on make-up, or reading while driving)

#### 11.1.2 Preventing Accidents

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A preventable accident is defined as any accident involving a University-owned vehicle –whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident. The following are guidelines to help prevent accidents:



- Avoid following too close
- Drive the appropriate speed for the environmental conditions (i.e. drive slower during rain or other inclement weather)
- Pay attention to clearances and do not try to drive under overpasses or other obstacles that could cause damage to the vehicle
- Obey all signs
- Adjust driving to accommodate:
  - Traffic conditions
  - Pedestrians
  - Road conditions
  - Weather conditions
  - Time of day
  - Driver's frame of mind
- Pay attention to turn lanes and do not turn where it is prohibited
- Pay attention to other drivers' signals
- Park only where it is permitted
- Do NOT Drive While Intoxicated (DWI) or Drive Under the Influence (DUI)
- Do not drive aggressively
  - Keep emotions in check. Don't take frustrations out on other drivers
  - Plan ahead and allow enough time for delays
- Do not tailgate or flash lights at other drivers
- If you are in the left lane and someone wants to pass, move over and let the driver pass you
- Use your horn sparingly
- If you encounter an angry driver, do not make matters worse:
  - Avoid eye contact
  - Steer clear and give angry drivers plenty of room
  - Don't make inappropriate hand or facial gestures
  - If you're concerned for your safety, call 9-1-1

### 11.1.3 Wearing Seatbelts

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All drivers must wear seatbelts and require passengers to wear seatbelts when the car is in motion. The only instance when this requirement would not apply is when the vehicle is not required by law to have seatbelts (i.e. some low-speed vehicles).

### 11.1.4 Driving on Campus

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Employees are discouraged from operating University-owned vehicles through campus during the following time periods:

**Vehicle Use Guidelines**  
 Risk Management Services  
 September 2020

- Weekdays during class changes
- During large campus events, such as commencement (unless performing event-related duties)

Operating a golf cart or other low-speed vehicle on a walking pathway during class changes is strictly prohibited. The following table outlines class change times:

| Monday              | Tuesday             | Wednesday           | Thursday            | Friday              |
|---------------------|---------------------|---------------------|---------------------|---------------------|
| 8:50 am - 9:00 am   | 9:20 am - 9:30 am   | 8:50 am - 9:00 am   | 9:20 am - 9:30 am   | 8:50 am - 9:00 am   |
| 9:50 am - 10:00 am  | 10:50 am - 11:00 am | 9:50 am - 10:00 am  | 10:50 am - 11:00 am | 9:50 am - 10:00 am  |
| 10:50 am - 11:00 am | 12:20 pm - 12:30 pm | 10:50 am - 11:00 am | 12:20 pm - 12:30 pm | 10:50 am - 11:00 am |
| 11:50 am - 12:00 pm | 1:50 pm - 2:00 pm   | 11:50 am - 12:00 pm | 1:50 pm - 2:00 pm   | 11:50 am - 12:00 pm |
| 12:50 pm - 1:00 pm  | 3:20 pm - 3:30 pm   | 12:50 pm - 1:00 pm  | 3:20 pm - 3:30 pm   | 12:50 pm - 1:00 pm  |
| 1:50 pm - 2:00 pm   | 4:50 pm - 5:00 pm   | 1:50 pm - 2:00 pm   | 4:50 pm - 5:00 pm   | 1:50 pm - 2:00 pm   |
| 2:50 pm - 3:00 pm   |                     | 2:50 pm - 3:00 pm   |                     | 2:50 pm - 3:00 pm   |
| 3:50 pm - 4:00 pm   |                     | 3:50 pm - 4:00 pm   |                     | 3:50 pm - 4:00 pm   |
| 4:50 pm - 5:00 pm   |                     | 4:50 pm - 5:00 pm   |                     | 4:50 pm - 5:00 pm   |
| 5:50 pm - 6:00 pm   |                     | 5:50 pm - 6:00 pm   |                     | 5:50 pm - 6:00 pm   |

*Figure 1: Class Change Periods*

All drivers must adhere to speed limit restrictions. For conventional vehicles, the speed limit is 20 mph across the entire campus. For golf carts and other low-speed vehicles, the max speed on roadways is 20 mph and can be no faster than a fast walking pace on walkways. Speed limits on and near campus are enforced.

### 11.1.5 Driving on Highways

Many individuals utilize University-owned vehicles to travel to and from off-campus meetings and/or events. When utilizing University-owned vehicles for such uses, it is critical that individuals observe speed limits and drive to conditions. Drivers should carefully adjust their speed accordingly when the following conditions exist:

- It is raining
- It is foggy
- The road is icy
- Traffic is heavy
- Road construction is ahead

When operating a University-owned vehicle on the highway, drivers should drive in the right lane, using the left lane for passing only. In Texas, impeding the flow of traffic by continuing to drive in the left lane is punishable by a fine of up to \$200.

### 11.1.6 Driving in Work Zones

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Work zones present unique and unknown environments for drivers to navigate. Drivers are likely to encounter uneven pavement, narrow lanes, concrete barriers, slow-moving heavy equipment, and vehicles that make sudden stops. Please keep the following tips in mind when driving through work zones:

- Slow down and always follow posted work zone speed limits. Remember, traffic fines double in work zones when workers are present and can cost up to \$2,000
- Pay attention as workers and heavy equipment may only be a few feet from passing vehicles
- Don't tailgate. Give yourself room to stop in a hurry. Rear-end collisions are the most common kind of work zone crashes
- Stay alert, minimize distractions. and put the phone away
- Watch out for road crews
- Allow extra time. Road construction slows things down. Plan for it

### 11.1.7 Being Mindful of Pedestrians

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Be aware of pedestrians when driving on or off campus. Pedestrians should always cross at intersections in crosswalks; however, drivers must keep in mind pedestrians do not always cross in the appropriate locations.

Always be vigilant for individuals jaywalking or walking distractedly (texting, listening to music, on the phone, etc.). When passing stopped buses or other transport vehicles, pass slowly and look out for pedestrians exiting the vehicle.

### 11.1.8 Moving for Emergency Vehicles

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When drivers approach any stopped emergency vehicle (including the UNT Police) with lights flashing, state law requires that drivers:

- Move a lane away from the emergency vehicle, or
- Slow down to 20 miles per hour **below** the posted speed limit.

Failure to comply may result in a fine of up to \$200.

### 11.1.9 Sharing the Road

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#### 11.1.9.1 Bicycles

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Bicyclists have the same rights and responsibilities as drivers. Bicyclists on campus must always adhere to traffic laws including:

- Stopping at red lights and stop signs
- Paying attention to lane markers
- Riding near the curb, traveling in the same direction as traffic
- Using a light on the front and a red reflector or red light on the back of the bike while riding at night
- Using proper signals when you want to stop or turn. For a left turn, stretch your left arm to the left; for a right turn, stretch your right arm to the right. For a stop, hold your left arm downward

Motorists should be mindful of cyclists at all times, especially at intersections. When passing bicyclist, move to another lane if possible and give them plenty of room. Keep an eye for riders who may need to maneuver around potholes and debris.

When operating a bicycle on campus, keep the following safety tips in mind:

- Wear a properly fitted helmet to reduce the chances of head injury
- Always check brakes and tires before riding
- Make it easier for drivers to see you by wearing light colors or reflective clothing
- Always park a bicycle at a bicycle rack and lock the bike while it is not in use

### 11.1.9.2 Motorcycles

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When operating any vehicle, it is crucial to keep a watch for motorcyclists. Drivers must share the road with motorcycles:

- Look twice for motorcyclists at intersections, entering highways and whenever turning or changing lanes
- Always maintain a safe following distance
- When passing a motorcyclist, move to the other lane and allow a full lane for the motorcycle

### 11.1.9.3 Commercial Trucks

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Commercial trucks can weigh up to 80,000 pounds and may need up to 100 yards to stop. When driving on the highway, maintain a safe following distance behind large trucks. Don't squeeze between trucks and the curb; trucks make wide right turns, and the driver may not see vehicles between their vehicle and the curb.

Large trucks have blind spots. These spots include, but are not limited to, the following:

- 20 feet in front of the tractor
- Anywhere along the sides of the trailer
- Up to 200 feet behind the trailer

Keep this in mind when driving near trucks; avoid these blind spots.

### 11.1.10 Crossings Railroads

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Remember these tips while driving near railroad crossings:

- Reduce speed when approaching crossings and look both ways
- Turn down your stereo and listen for a train
- Stop before the tracks if red lights are flashing or if crossing arms have been lowered
- Never stop on the tracks. NOTE: A train going 50 miles per hour needs a mile and a half to stop
- Be sure all tracks are clear before crossing - there may be more than one set of rails

Texas law requires motorists to yield the right of way to trains. It is also against the law to cross tracks if a train is visible or to drive around gates that have been

lowered at a railroad crossing. If the gates are down and no train is coming, the road is closed.

## 11.2 Cell Phone / Electronic Device Use

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Cell phones and other electronic devices may only be operated with hands-free devices. All other uses of cell phones and/or electronic devices are prohibited during operation of a University-owned vehicle. Effective Sept. 1, 2017, state law prohibits drivers from reading, writing, or sending electronic messages on mobile phones while driving. Under all circumstances, employees shall obey all motor vehicle laws. Violations or fines incurred by employees shall be the full responsibility of the employee, and may affect future driving privileges.

If phone calls or text messages must be sent, the Texas Department of Transportation recommends individuals adhere to the following guidelines:

- Always give driving your full attention
- Pull off the road entirely before you talk or text
- Put your phone away, or turn it off, before getting behind the wheel
- Tell friends, family and coworkers you won't respond to calls or texts when driving
- Use a smartphone app that sends auto-reply texts when you're behind the wheel

## 11.3 Traffic Violations

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Fines for parking or moving violations, towing storage, or impoundment are the personal responsibility of the assigned operator. The University will not condone nor excuse ignorance of any motor vehicle violations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to their supervisor within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal, or other) while on company business. Failure to report violations will result in appropriate disciplinary action, including revoking of driver privileges and possible termination of employment. Please be aware that motor vehicle violations incurred during non-business (personal use) hours will also affect your driving status and are subject to review.

Questions regarding traffic violations should be directed to RMS at [AskRMS@unt.edu](mailto:AskRMS@unt.edu) or by phone at **940-565-2109**.

## 11.4 Accident and Theft Reporting Guidelines

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### Accident Reporting

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Law requires that drivers involved in vehicle crashes must move the vehicle(s) out of the flow of traffic, if able. If there is damage to the vehicle, but the vehicle can be moved, move the vehicle out of the flow of traffic and then contact the police.

In the event of any motor vehicle accident—regardless of fault—operators of University-owned vehicles must contact the police at 911 and obtain a copy of the police report to include when reporting the accident to the University.

Get the name, address, and phone number of any individuals involved in the accident, including those injured (if able) and any witnesses. Exchange vehicle identification and insurance information with any other individuals involved in the accident. In the meantime, do not admit negligence or liability. Do not attempt settlement, regardless of how minor. Take photographs of the accident, if possible.

Complete an [accident report form](#) – these are available in every University-owned vehicle.

Provide the completed accident report form, police report, and any photographs of the accident to the [RMS Insurance and Claims](#) section (**940-565-2109** or [AskRMS@unt.edu](mailto:AskRMS@unt.edu)) within 24 hours of the accident, or as soon as possible if the accident occurs out of state and there is a delay experienced returning to campus

### Theft Reporting

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In the event of the theft of a company vehicle, notify the UNT Police (**940-565-3000**), Risk Management Services (**940-565-2109**), and Facilities (**940-565-2700**) as soon as possible.

## 12. Required Equipment for Conventional Vehicles

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The following equipment is required for all University-owned conventional vehicles:

- Brakes
  - Foot brake
  - Parking brake
- Lights
  - Headlights (one on each side of the front)
  - Taillights (one on each side of the back)
  - Brake lights
  - License plate light
  - Parking lights
  - Reflectors
  - Turn signals
- Horns
- Muffler and exhaust system
- Safety class
- License plates (front and rear)
- Windshield wiper
- Rearview mirror
- Front safety belts
- Tires
- Fuel cap

### 12.1 Prohibited Equipment

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The following equipment is strictly prohibited from being placed on any University owned vehicles:

- A red light showing from the front (unless operating an emergency vehicle)
- A bell, siren, or exhaust whistle (unless operating an emergency vehicle)
- A muffler cutout
- Anything extending more than three inches beyond the left side or six inches between the right side of the body, running board, or fenders of your car
- Flashing red lights on the front (unless operating an emergency vehicle or school bus)
- A radar interference device designed, manufactured, used, or intended to be used to interfere with, scramble, disrupt, or cause to malfunction a radar or laser device used to measure a vehicle's speed



## 13. Low-Speed Vehicles (including Golf Carts) Guidelines

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Departments may provide golf carts or other low-speed vehicles to employees so that they may fulfill their job-related duties. Owing departments are responsible for costs associated with procurement and maintenance of such vehicles.

Low-speed vehicles owned or leased by departments at the University may only be used for official department/University business by employees, student employees, and University approved volunteers who are associated with a University department. Low-speed vehicles may not be used for personal business such as unauthorized home-to-office travel, which will be considered vehicle misuse.

Drivers must be certified University drivers and have knowledge of and compliance with applicable state laws, rules, regulations and policies. Noncompliance may result in suspension of user privileges.

### 13.1 Low-Speed Vehicle Registration

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All low-speed vehicles owned by the University must be registered through RMS to obtain an official University vehicle sticker. The information needed for registration is the year, model, serial number, and the department and account number. No privately-owned low-speed vehicles may be operated on University property.

### 13.2 Areas Designated for Low-Speed Vehicle Operation

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Low-speed vehicle operation is restricted to streets, sidewalks, and paths on the University campus; low speed vehicles may NOT be driven on the grass. Operators are prohibited from operating carts inside, under, or through the confines of University buildings. Designated primary routes are to be used whenever possible (see map below).

The following map demonstrates the roadways within and adjacent to campus on which golf carts are permitted to travel.

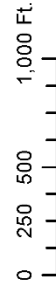
# Vehicle Use Guidelines

## Risk Management Services

September 2020



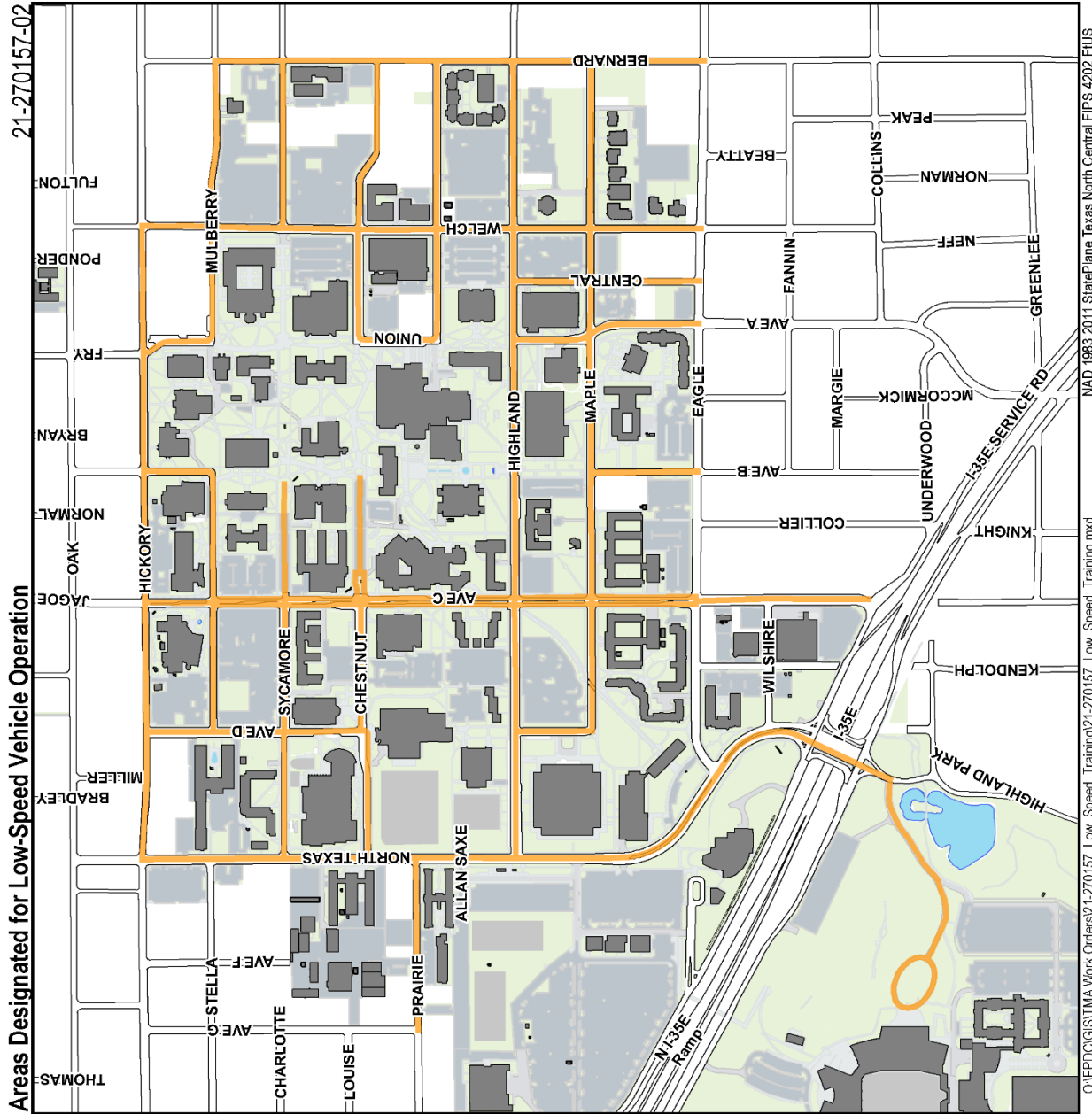
- Legend**
- Low-Speed Roads
  - Parking Area
- All Parking Areas are also available for use



PRINTABLE UP TO 18 x 24  
 DATE: 2020/09/17  
 AUTHOR: gsc0064

Data is compiled from various sources. Accuracy or precision is not guaranteed, it may not reflect all existing conditions. For planning purposes only, not for design or construction.

FACILITIES GIS  
 1155 UNION CIRCLE #311040, DENTON, TX 76203-5017  
 940-369-7532 / 7123 | Facilities.GIS@unt.edu



21-270157-02

Areas Designated for Low-Speed Vehicle Operation

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NAD 1983 2011 StatePlane Texas North Central FIPS 4202 FIUS

### 13.3 Low-Speed Vehicle Parking

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Low-speed vehicles can only be parked on hard covered surfaces and must not block any entrances to buildings, stairways, ramps, fire lanes (including fire equipment) or thoroughfares. Place the golf cart control lever in neutral and remove the key when not in use. Drivers must secure low-speed vehicles after exiting the vehicles. Lock the brake before exiting the golf cart.

Departments seeking overnight or long-term parking for a low-speed vehicle should coordinate with Transportation Services (**940-565-3020**).

### 13.4 Low-Speed Vehicle Equipment Standards

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All new low speed vehicle acquisitions (new, used, or remanufactured) must meet the minimum safety features found in National Highway Safety and Traffic Administration (NHSTA), Standard 500 (49 CFR Part 571.500). A copy of Standard 500 will be made available from RMS upon request.

The following equipment is required to be present and operational on all low speed vehicles. For existing vehicles, completion date for the required equipment will be one year from the policy approval date.

- Emergency brake
- Horn/audible warning device
- Ignition shutoff/security systems
- Slow-moving vehicle safety triangle on rear of vehicle
- Warning lights on front and rear of vehicle OR top mounted strobe light
- Equipment tie-downs appropriate for load
- Lights (head, tail, brake) if vehicle will be used in the dark
- Department name to be identified clearly on vehicle in three-inch minimum letters and to include University logo
- Mirrors if cargo or other equipment blocks rear vision
- Backing alarm

Short-term event rentals may be exempt from some of these equipment standards, i.e., University logo and after-market devices such as the slow-moving sign, but must meet general safety standards.

### 13.5 Safe Operation of Low-Speed Vehicles

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While operating a low-speed vehicle, in addition to other guidance provided to drivers of conventional vehicles, drivers will follow the below guidelines:

- Low-speed vehicle operators must yield to pedestrians at all times
- Low-speed vehicles shall observe all vehicle traffic laws including stopping at stop signs, using appropriate turn signals, etc.
- Use of mobile phones, stereo headphones, and other electronic devices is strictly prohibited while operating a low-speed vehicle
- Low-speed vehicles shall not be operated in a manner that may endanger passengers, other members of the campus community, or property including:
  - No driving on landscaping
  - Bumping into bollards
  - Straddling the curb
  - Reversing downhill
  - Driving through wet, muddy, steep, or uneven ground
- The number of passengers and load capacity shall not exceed the manufacturer's rated limit (number of seats equals number of passengers)
- Operators must reduce speed to match other users on all streets, sidewalks, and paths. In pedestrian areas, operators must proceed at a slow walking pace
- Before each use, operators should check for fluid leaks, correct tire inflation, and properly working brakes, steering, horn, and acceleration – refer to the [Pre-Operation Vehicle Inspection Checklist](#) for more information
- When recharging electric golf cart batteries, use approved chargers designed to shut off automatically when fully charged, and remember to disconnect battery charger cords before using the vehicle
- In case of battery acid spills, pour baking soda on the acid before cleaning, and wash skin exposed to battery acid thoroughly. Never light an open flame near a battery charging station
- As with any vehicle, DO NOT operate a low-speed vehicle under the influence of alcohol or drugs.

**Individuals should report unsafe driving to the UNT Police Department at 940-565-3000.**

## 14. Vehicle Mileage Logs

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State law requires that a monthly mileage log is maintained for each traditional vehicle. These are due to UNT Facilities Automotive Services by the 10th business day of each month. Once mileage logs become 45 days past due, fueling privileges may be declined without notice. Questions regarding vehicle mileage should be directed to UNT Facilities Automotive Services (940-369-7344 or 940-369-7359).

## 15. Additional Resources

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- [City of Denton Transit](#)
- [City of Denton Transportation](#)
- [Denton County Transit Authority](#)
- [Texas Department of Transportation](#)
- [Transportation Services Parking Rules and Regulations](#)
- [UNT Emergency Management & Safety Services Car Accident Response Guidelines](#)
- [UNT Policy 07.001 Student Travel](#)
- UNT Policy 12.004 Vehicle Operation and Parking
- [UNT Policy 15.008 Operation of University Vehicles](#)

## 16. University Department Contacts

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**Facilities** – 2204 W. Prairie Street, Denton, TX 76201

- Web: [facilities.unt.edu](http://facilities.unt.edu) | [Facilities Automotive Maintenance](#)
- Phone: **940-565-2700** | Facilities Automotive Maintenance: **940-369-7344**

**Police Department** – 1700 Wilshire Street, Denton, TX 76201

- Web: [police.unt.edu](http://police.unt.edu)
- Phone: **940-565-3000** (NON-EMERGENCY – always call 9-1-1 in an emergency)

**Risk Management Services** – 700 North Texas Blvd. Denton, TX 76201

- Web: [riskmanagement.unt.edu](http://riskmanagement.unt.edu) | [Accident Reporting](#) | [University Driver Requirements and Forms](#)
- Phone: **940-565-2109**

**Transportation Services** – 620 Central Ave, Denton, TX 76203

- Web: [transportation.unt.edu](http://transportation.unt.edu)
- Phone: **940-565-3020**

## Attachment 1: Pre-Operation Vehicle Inspection Checklist

Before operating a conventional vehicle, complete this checklist. **NOTE: If you answer “NO” to any of the following questions, do NOT operate the vehicle until the vehicle can be inspected by a mechanic.**

- Are the brakes operational?  
YES  NO
- Is the exhaust pipe of the vehicle visible and in good condition (no rust, no holes, not dragging, no other visible damage)?  
YES  NO
- Is the exhaust pipe clear, with no blockages?  
YES  NO
- Are all fluid levels in the vehicle appropriate, including windshield washer fluid, oil, and gasoline?  
YES  NO
- Are the headlights (including both low beams and high beams) operational?  
YES  NO
- Are all tail lights, brake lights, turn signals working?  
YES  NO
- Is the spare tire and jack present?  
YES  NO
- Is the tread depth on the tires deep enough to provide traction?  
YES  NO
- Are the tires properly inflated?  
YES  NO
- Do the tires appear to be in good condition (no scrapes, no cuts, no bulges, and no cracks)?  
YES  NO
- Are the windshield wipers operational (good blades)?  
YES  NO

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- Is the horn operational?  
YES  NO
  
- Are the mirrors intact (with no visible damage) and positioned appropriately to ensure good visibility while driving?  
YES  NO
  
- Are there safety belts for every passenger?  
YES  NO
  
- Are the safety belts operational?  
YES  NO
  
- Are all vehicle occupants wearing safety belts?  
YES  NO
  
- Are all trailer systems appropriately connected and operational if applicable (i.e. hitch, lights, chain, etc.)?  
YES  NO

### Additional Safety Equipment (Optional)

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If taking a vehicle for a long trip, it is **recommended** that the vehicle operator ensure the vehicle is equipped with the following equipment:

- Triangle reflectors and flares
- First-aid kit and fire extinguisher
- Weather emergency equipment (shovel, chains, sand, etc.)
- Emergency water, food, blankets
- Flashlight, emergency contact list
- Emergency repair items, cell phone? (gloves, tools, jumper cables, fluids)



## Attachment 2: Pre-Operation Low-Speed Vehicle Inspection Checklist

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- Are the brakes operational?  
YES  NO
  
- Is the horn operational and audible?  
YES  NO
  
- Is the low-speed vehicle equipped with any security/locks needed in order to leave the vehicle unattended?  
YES  NO
  
- Is the ignition operating properly?  
YES  NO
  
- Does the vehicle have a slow-moving vehicle safety triangle on rear of vehicle?  
YES  NO
  
- Are the warning lights on the front and rear of the vehicle OR top mounted strobe light working?  
YES  NO
  
- If carrying a load, are there appropriate equipment tie-downs?  
YES  NO
  
- Are the lights (head, tail, turn signals, and brake) functioning?  
YES  NO
  
- Is the vehicle identification, including assigned number and license plate (if applicable) clearly visible?  
YES  NO
  
- Are the tires properly inflated?  
YES  NO
  
- Are the mirrors in-tact and positioned for good visibility?  
YES  NO

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- Is the back-up alarm operational?  
YES  NO
  
- Are there NO leaks coming from the vehicle?  
YES  NO