

NUMBER: BUSF 5.50
SECTION: Business and Finance
SUBJECT: Motor Vehicle Use on University Grounds
DATE: July 16, 2003
REVISED: March 10, 2010
Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: William T. Moore
Issued by: Controller's Office

I. Policy

The purpose of this policy is to improve the appearance of University landscape and hardscape by managing and limiting vehicular access to campus.

It is the intent of this policy to exclude and/or limit vehicles from the landscaped areas, sidewalks, lawns and all other University grounds areas except for drives and designated building access areas. Pedestrian safety is of the utmost concern in this matter. Additionally, the University has a commitment to the preservation and beautification of campus grounds. Deterioration of landscaping and walkways due to excessive vehicular weight, soil compaction, tire ruts and damage to lawns and ornamental beds detract from the overall appearance of the grounds and increase the costs of grounds maintenance.

It is recognized that exceptions will have to be made to this policy from time to time for a variety of reasons. In such cases, permission to drive a motor vehicle(s) or other equipment across University grounds must be secured in advance from the University's Landscaping Services Manager. Emergency vehicles in performance of official duties are exempt from this policy.

II. Procedure

Routine services requiring vehicular access to University buildings will be made by means of utilizing designated service vehicle parking spaces. Exceptions will be made when heavy materials are to be loaded or unloaded. Parking of service vehicles will be in designated service parking spaces. Outside contractors working for the university will use designated spaces as outlined in project documents/contracts. In the case of outside contractors working on University grounds, the contractor is responsible for physical damage and hazardous material spills or leaks. Delivery vehicles that are non-university vehicles will use designated spaces in parking lots and garages to make deliveries. Exceptions to these requirements are the same as listed above.

Some areas of campus will be physically protected with steel bollards. Keys for accessing bollard areas will be checked out from the University Key Shop or Parking Services. If a key is lost or not returned, the contractor or responsible party will be charged \$50.00 for re-keying a bollard. University supervisory personnel will be issued bollard keys and will be responsible for returning bollards to their upright position and locked upon leaving the area. Abuse of bollard keys may result in disciplinary actions and/or fines.

A. Campus Vehicle Expectations

1. All motorized vehicles on the University campus are expected to travel and park on roadways and/or in parking stalls.
2. All motorized vehicle traffic on USC walkways must first receive the Landscape Manager's authorization. Violators may be subject to the fines and penalties.
3. All motorized vehicles that leak or drip liquids are prohibited from traveling or parking on walks or landscaped areas.
4. Contractors, vendors, and delivery personnel are required to obtain prior parking authorization before parking in a designated space. Violators may be subject to fines and/or penalties.
5. Drivers of equipment or motor vehicles that damage university hardscape or landscape will be held personally responsible for damages and restoration expense.
6. Vehicle drivers who park on landscape or drives must be able to produce written evidence of need or emergency requiring parking on same.
7. All vehicles parked on landscape, hardscape, or in the process of service delivery, must display adequate safety devices, i.e. flashing lights, cones, signage, etc.
8. All drivers of equipment and vehicles will be respectful of university landscape, equipment, structures, fixtures and signage.
9. All incidents of property damage will be reported to Parking Services or the Work Management Center.

III. Reason for Revision

Policy content, organization and accuracy reviewed in March 2010; no substantive revisions required.