

ADMINISTRATIVE DIVISION Facilities Management		POLICY NUMBER FMNC 2.10
POLICY TITLE Motor Vehicle Use on University Grounds		
SCOPE OF POLICY USC Upstate		DATE OF REVISION April 22, 2024
RESPONSIBLE OFFICER Director of Facilities Management		ADMINISTRATIVE OFFICE Facilities Management

PURPOSE

The purpose of this policy is to protect the appearance of university landscape and hardscape by managing and limiting vehicular access on campus.

DEFINITIONS

- Motorized vehicles: any vehicle that may have need to access the campus hardscape or landscape.
- Unauthorized vehicles: vehicles that have not been approved for use on campus hardscape or landscape.

POLICY STATEMENT

It is the intent of this policy to exclude and/or limit vehicles from campus landscaped areas, sidewalks, patios, lawns, and all other University grounds areas, except drives and designated building access areas. Pedestrian safety is of the utmost importance regarding this matter. Additionally, the University has a commitment to the preservation and beautification of the campus grounds. Deterioration of landscaping and walkways due to excessive vehicular weight, soil compaction, fluid staining, tire ruts, damage to lawns, and ornamental beds detract from the overall appearance of the grounds and increase the costs of grounds upkeep. It is recognized that exceptions will need to be made to this policy, from time to time. 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 Director. This contact number is 864-503-5500. Emergency vehicles in performance of official duties are exempt from this policy.

PROCEDURES

Routine services requiring vehicular access to university buildings will be made by utilizing designated service vehicle parking spaces. Exceptions may be made when heavy materials are to be loaded or unloaded. Parking of service vehicles must 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. Non-university delivery vehicles must 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 removing bollards may be checked out from Parking Services. If a key is lost or not returned, the

contractor or responsible party will be charged \$75.00 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

- a. All motorized vehicles on the University campus are expected to travel and park on roadways and/or in parking stalls.
- b. All motorized vehicle traffic on University walkways must first receive the Landscape Directors authorization. Violators may be subject to the fines and penalties.
- c. All motorized vehicles that leak or drip liquids are prohibited from traveling or parking on walks or landscaped areas.
- d. 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.
- e. Drivers of equipment or motor vehicles that damage university hardscape or landscape will be held personally responsible for damages and restoration expense.
- f. Vehicle drivers who park on landscape or drives must be able to produce written evidence of need or emergency requiring parking on same.
- g. 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.
- h. All drivers of equipment and vehicles will be respectful of university landscape, equipment, structures, fixtures, and signage.
- i. All incidents of property damage will be reported to the Facilities Management Department call center at 864-503-5500.

B. Requests to drive on grounds are subject to review and approval by the Director Landscape Services.

- a. Written requests shall be submitted minimum 5 business days in advance.
- b. In some instances, a PUPS ticket (Palmetto Utility Protection Service) must be submitted.

HISTORY OF REVISIONS

DATE OF REVISION		REASON FOR REVISION
April 22, 2024	Approved by B. Harris	New policy approval

