



OPERATING PROCEDURE

Appendix J -----Sustainable Electric Utility Vehicle (SEUV)

Purpose: The purpose of the University of Alberta, Sustainable Electric Utility Vehicle (SEUV) operating procedure is to ensure the safe and effective operation of these vehicles on/around faculty, staff, students, visitors, operators and University property.

Scope: This procedure applies to all operators of the SEUV on all University of Alberta Property.

Start-up Procedures:

1. Perform circle check as outlined in "Equipment and Safety Checklist."
2. Unplug electric battery charging cord.
3. Ensure electrical cord is completely recoiled under driver's seat.
4. Turn ignition key.
5. Disengage parking brake to release.
6. Turn on headlights.
7. Shift into drive.
8. Lock compound gate before leaving.

Return Procedures:

1. Before parking SEUV ensure unit is clean.
2. Engage parking brake.
3. Turn off lights.
4. Plug in charging cord (if battery charge indicator is low)
5. Complete daily equipment log book.
6. Ensure all tools are locked in tool box.
7. Take ignition key with you.
8. Lock up compound gate before leaving.

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Operational Procedures: SEUV may be used for the transportation of staff and utility purposes. They are of significant value to the University of Alberta for efficient, effective and economic transportation of resources. Buildings and Ground Services has established procedures for the safe operation of these vehicles.

- 1. Pedestrians have the right-of-way AT ALL TIMES. Do not drive through crowds of people. Maintain adequate distance between vehicles and pedestrian.**
2. Operators are required to have a valid driver's license, are over the age of 18 years.
3. Operators are required to read the Owner's Manuals located in the tool box for both the battery charger and the Carry All 2 vehicle and familiarize themselves with the **Safety Details and General Warnings as found on page 20 of Owner's Manual.**
4. Operators will receive specific training on the safe use of these vehicles and must read and **acknowledge they have received trained and understand the procedures.**
5. Operators will observe all Alberta Vehicle Traffic laws including stop signs and other traffic control devices and signals.
6. Crossing of Public Roadways/streets maybe necessary and will be done only at controlled intersections.
7. Travel on internal University streets is preferred over sidewalks at speeds not to exceed **15 kph.**
8. Ensure you have pedestrian recognition of your presence by using the horn to alert them and reduce your speed as electric vehicles operate very quietly.
9. Operate with lights on at all times and use signal light to indicate direction of travel.
10. The SEUV is not to be operated with more than two people on board (driver and one passenger).
11. Passengers are not permitted in the cargo box of the SEUV.
12. Before leaving the SEUV stop engine, set parking brake and take the key with you.
13. Use of cell phones, pagers, and radios are prohibited while driving the SEUV. Operator must pull over and stop to make or receive calls or messages.
14. Smoking is not permitted in any University owned vehicle.
15. Promptly report any incident or injury to your immediate supervisor.
16. Loads shall not extend more than one foot from either side of the SEUV and must be secured.
17. Material and equipment must be flagged if it exceeds the length of the box by 3'.
18. Before dumping a load ensure the SEUV is on level ground with the parking brake engaged.
19. Never back up without making sure there is no person or obstruction behind the SEUV.
20. Reduce speed to compensate for inclines, pedestrians, and weather conditions.

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Equipment and Safety Checklist: Before operating the SEUV, the operator will perform circle check for the following items:

1. Unplug the vehicle – it will not start while being charged.
2. Proper tire condition and inflation.
3. Proper operation of brakes.
4. Proper operation of head lights, signal lights, horn and back-up alarm.
5. Slow moving vehicle sign and side reflectors are clean.
6. Indication of battery fluid leaks such as wet spots under the unit.
7. If the SEUV is in need of repair or maintenance, it should not be driven and tagged OUT OF SERVICE.
8. Contact your immediate supervisor who will arrange for servicing.
9. First aid kit and fire extinguisher are in the tool box.
10. At the beginning of each day complete the vehicle/equipment LOG .
11. Any deficiencies are recorded and the white page is removed and given to your supervisor.

Battery Recharge: When recharging the batteries, the following safety rules shall be observed:

1. Ensure eye wash station bottle is full and changed once a month.
2. Do not operate cell phone near the recharge area.
3. For battery acid spills: isolate the vehicle and call Vehicle Pool to initiate repairs.
4. Use eye wash station as necessary and remove clothing contaminated with battery fluid and rinse skin with water.
5. Disconnect all battery charger cords before using the SEUV.
6. Reconnect the battery charger cord when returning the SEUV to Timms Car Park.

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Acknowledgement Sheet

I have read and understand the University of Alberta, Sustainable Electric Utility Vehicle (SEUV) Operating Procedures. Violation of the above operational procedures may result in loss of operating privileges and/or disciplinary action.

Employee Name (Print)

Date

Employee Signature

I have reviewed the University of Alberta, Sustainable Electric Utility Vehicle (SEUV) Operating Procedures with the employee noted above. This individual has demonstrated safe operation of the vehicle and is permitted to drive it.

Supervisor Name (Print)

Date

Supervisors Signature

Ensure a copy is sent to the Facilities and Operations Health and Safety Officer, 2-35 Materials Management Building.

March 12, 2008