

**San Jose State University
Facilities Development and Operations
Facilities Management**

DRIVING RISKS AND RESPONSIBILITIES

Driving safely on and around campus is essential. With the increased congestion in both vehicular and pedestrian traffic, safety and caution are absolutely critical. When driving on campus, whether in a vehicle, electric cart, or forklift please follow these guidelines and the established access and routes:

Avoid driving on inner campus during class breaks (ten minutes to the hour).
Only access campus interiors for specific service-related needs, i.e., unloading or emergency response.

Never exceed 5 mile per hour speed limit and use discretion when a slower speed may be more appropriate due to congestion.

Only the driver and one passenger per bench seat is allowed in all carts. No passengers are permitted on the back of carts.

Use caution at pedestrian crossings, i.e., intersections, crosswalks, and other unmarked areas where frequent crossing occurs. **REMEMBER, the pedestrian always has the right of way.**

Always park vehicles as not to block traffic, crosswalks, disabled access, building entrances, fire hydrants, and walkways.

Vehicle access in the areas prohibited, as specified on the established access and routes map, shall be adhered to.

Vehicular traffic is prohibited on all brick surfaces, as specified on the established access and routes map and specifically around the 7th Street Fountain by the Old Cafeteria.

All vehicular traffic is prohibited on either side of the Student Union except for service calls to buildings located in that area. Through traffic is prohibited due to high student population.

Driving and parking on lawns and landscaped areas is prohibited. Alternate routes are to be used to eliminate unnecessary ruts in landscaped areas and repairs to underground utility systems. Cutting corners through landscaped areas is considered damaging University property. Drivers will be held accountable.

University Police is to be called immediately in the case of an accident. Persons involved shall stay at the scene until released by UPD officer. Remember: People involved in accidents should not be moved, except by medical personnel. Any driver that willfully leaves the scene of an accident shall subject themselves to a “vehicular hit and run” and will be treated accordingly.

Employee Signature: _____ Date: _____

Department: _____