

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER: 01.C.15

AREA: Risk Management

SUBJECT: Pedestrian Safety

1. PURPOSE

This document provides guidelines to provide a safe environment for students, faculty, staff and visitors using University of Houston System component university pedestrian walkways and to minimize potential conflicts between motorized vehicles and pedestrians.

This policy applies to all System employees, students, contractors, vendors, visitors, and volunteers on component university campuses.

2. POLICY

2.1. Pedestrians have the right of way on all component university sidewalks and crosswalks at all times. Motorized vehicles must always yield to pedestrians. When operating vehicles in close proximity to pedestrians, extreme caution should be used and speeds should not exceed 10 miles per hour.

2.2. Motorized vehicles are not permitted to be operated off roads or designated parking areas unless specifically authorized by the component university. Such authorization should be made through a published plan for vehicle circulation and parking. Off road operating speeds must consider conditions but should never exceed 10 miles per hour.

2.2.1. Operators should use campus streets and parking lots whenever possible.

2.2.2. Street licensed vehicles should not be operated on walkways unless approved in advance by component university management at the director level or higher.

2.2.3. Utility vehicles (e.g., golf carts) may be operated on walkways designated for such use. Operators should avoid walkways during high volume pedestrian usage, such as in between scheduled classes. If an operator must share a walkway with a pedestrian, the maximum speed of the motorized vehicle may not exceed that of pedestrian traffic. Vehicles are not permitted on sidewalks or pathways that are too narrow to accommodate both vehicles and pedestrians.

- 2.3. Driving on landscaped areas is prohibited unless required as part of a landscape or maintenance project and approved in advance by the project manager or other component university management at the director level or higher.
- 2.4. Motorized vehicles may only be parked in designated areas. Such areas should be designated in a published plan for vehicle circulation and parking.
 - 2.4.1. Motorized vehicles may not be parked within 25 feet of component university building entrances except for the loading and unloading of equipment. Vehicles are to move to designated parking areas immediately after loading or unloading.
 - 2.4.2. Parking on grass or landscaped areas is prohibited unless required as part of a landscape or maintenance project and approved in advance by the project manager or other component university management at the director level or higher.
- 2.5. Component university-owned motorized vehicles may be used on component university campuses only when their use is required to complete the task at hand. Operators must comply with SAM [01.C.13 – Business Use of Vehicles](#).
- 2.6. Component universities may further restrict the use of motorized vehicles on campus pedestrian walkways.

3. DEFINITIONS

Motorized vehicle: Electric or gas powered cars, trucks, motorcycles, golf carts, and utility carts. This policy does not apply to motorized wheelchairs or scooters used by individuals with physical disabilities.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Finance

Review: Every three years on or before September 1

5. APPROVAL

Approved: Carl P. Carlucci
Executive Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: May 25, 2011

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	05/25/2011	Initial version