UC Policy Library

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Segways on Campus Policy

Category: Facilities Management
Last Modified: July 2012
Review Date: August 2013
Approved By: Director, Learning Resources
Contact Person: Group Manager, Facilities and Operational Services, Extn 6480

Introduction:

The Segway personal transportation device is both an effective and efficient device allowing the user to travel further, faster and carry more than would be possible on foot. The device is both technologically advanced and easy to use, and when controlled in the correct manner, can provide substantial benefits to the University of Canterbury.

However, as with all vehicles, inappropriate use can lead to problems including personal injury and/or damage to both the machine and University property. This policy is intended to provide clear guidelines for the use of these vehicles on the University campus and environs.

Training

No person is permitted to operate a Segway on campus unless they are fully trained or currently undergoing supervised training. Initial training must commence with the trainee watching the Segway Training DVD available from the Security Office. Practical training is to be conducted by a suitably qualified person and a new operator is required to undertake a minimum of three (3) hours training before they are permitted to operate solo. It is acknowledged that additional training may be required depending on the confidence of the trainee and the department (i.e. mail Services will require additional training) and this must be provided until the person is confident and competent.

Certification

A record of certification must be completed for all operators and this is to be sent the Health & Safety Manager's office to be kept on file. A copy of the certification record is attached to this policy.

Procedures:

The following procedures are intended to give a clear understanding of the **Do's** and **Don'ts** for using the Segways. However, commonsense and good judgement should always be used before the vehicle moves anywhere.

Pedestrian Area, Buildings and University Roads

When operating on any path, access way, corridor, open area or roadway where pedestrians have unimpeded access, the operator must remember the following:

- An approved safety helmet must be worn at all times when operating a Segway
- During the hours of darkness, a high visibility vest must be worn at all times
- Constantly scan for pedestrians in your vicinity
- keep to the left where ever possible;
- do not exceed a fast walking pace on pathways;
- do not exceed a slow walking pace inside buildings and on access ramps;
- when operating on University roadways, follow normal road rules and indicate your intentions to other road users;
- remember that the unit is quiet; when approaching pedestrians from behind, give clear warning if you intend to pass;
- when operating in a building:
  - give way to everyone
  - do not pass close to doors – use centre or far side of any corridor
  - give ample room to others when turning corners
  - do not enter office areas
  - do not allow any unauthorised person to ride the vehicle
  - always ensure the unit is disabled before leaving it for longer periods
  - do not ride through any Library security barrier as the unit may switch off
  - during wet weather, dry the tires on the building entry mat before proceeding into the building (360 deg turn on the mat).

General Issues

- Ensure the batteries are maintained at the optimum charge level at all times
- Maintain the Segway in good clean condition at all times
- Report any fault immediately
- Do not operate the Segway in an unsafe manner at any time
- Report any incident involving the Segway immediately
- Full training must be given to any authorised person before they are permitted to travel around the campus alone.

Most importantly, do not place yourself or any other person on campus at risk by your actions on the Segway.

Accountabilities

- Mail Services Supervisor reports to Group Manager – Operational Services.
- Security Contractor's Supervisor reports to Security Coordinator.

- Locksmith reports to Group Manager – Engineering.

Related Policies, Procedures and Forms:

- Vehicle Use Policy
- Health and Safety Policy
- Health and Safety Event Report Form

Version Control Table		
Action	**Approval Body**	**Date Amended**
Full Review	Director, FM	25 May 2009
Reviewed and rolled over with no changes	Director, Learning Resources	13 July 2012

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Segways on Campus Training Certification Record

Name: _____

Department: _____

Date Training Commenced: _____

Date	Trainer	Training Time

Total Hours: _____ Training Completed: _____