

# LAC+USC MEDICAL CENTER POLICY

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| Subject:<br><b>VEHICULAR OPERATION: TRAMS AND TUGS</b>   |   | Original Issue Date: 2/23/76   | Policy #<br><b>648</b>      |
|  |   | Supersedes: 3/08/16  | Effective Date:<br>11/21/22 |
| Departments Consulted:<br>Facilities Management<br>Los Angeles County Sheriff's Department (LASD)<br>Environmental Health & Safety | Reviewed & Approved by:<br>Attending Staff Association<br>Executive Committee<br>Senior Executive Council | Approved by:<br>(Signature on File)<br>Chief Medical Officer<br>(Signature on File)<br>Chief Executive Officer |                             |

## **PURPOSE**

To provide guidelines for the enforcement of vehicular (tram and tug) use, operation, and parking on grounds.

## **POLICY**

All persons operating County vehicular equipment shall ensure compliance with California Department of Motor Vehicle Codes for driving or parking on grounds. Only certified operators holding valid California driver's licenses and certification document may operate vehicular equipment. Violation of the vehicle code shall be subject to a moving citation or notice of illegal parking.

## **DEFINITION**

Certified Operator – County employee or contractor employee who has been trained and evaluated to be competent in operating a tram or tug.

Vehicle – For the purpose of this Policy, a vehicle is either a tram or a tug belongs to LAC+USC Medical Center.

Tram/Tug– An electric vehicle that is designed to conduct normal work within the boundaries of the campus.

## **PROCEDURE**

- All operators must take and pass the tram/tug safety training class at least every 3 years. An evaluation of the operator's performance at the workplace shall be conducted at least every 3 years by the supervisor or tram/tug safety trainer to ensure competence. An operator who has been trained and evaluated is then a certified operator.
- The Medical Center Safety Office is responsible for coordinating tram safety training classes and issuance of certification documents.
- A certified operator must carry the Medical Center issued certification document and a valid California driver's license while operating a vehicle.

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|  | Chief Executive Officer's Initials:<br>Initials on File |                        |

- Anyone who fails to carry the certification document or a driver's license will be immediately removed from the operation of vehicle. Any non-certified employee who is found operating a vehicle will be subjected to possible disciplinary actions.
- The vehicles shall not be driven on city streets except when:
  - crossing the streets to reach parts of the Medical Center campus; or
  - it is the only possible route to the destination on campus.
- When it is necessary, cross the city street only at the street corners and next to the crosswalk.
- The vehicles shall not be operated on sidewalks except when it is the only possible route to the destination on campus. When it is necessary, the tram should be positioned away from the curbside, especially when there are cars parked along the curb.
- Avoid driving in heavy pedestrian traffic areas. The vehicles shall slow down to walking speed when pedestrians are present. Pedestrians have the priority.
- Operators and passengers of the vehicles must keep their head, legs, and arms within the vehicle. The only exception is to signal turns or stopping.
- All passengers must be in seats designed for such use. No passengers are allowed to be transported in the vehicle bed.
- No person shall drive a vehicle at a speed greater than is reasonable or prudent with regards for weather, visibility, traffic, type of equipment, the surface and width of the area being driven upon, and in no event at a speed which endangers people or property. Pedestrian traffic shall have the right of way at all times. It will be considered prima facie evidence that a driver was speeding if the vehicle:
  - Runs into the back of another;
  - Hits any pedestrian or any patient-carrying vehicle;
  - Hits any stationary object;
  - Runs into another vehicle, which under State Vehicle Code has the right of way.
- Equipment with faulty safety devices shall be reported immediately to the supervisor and referred for repair. The driver is responsible for ensuring that tires, brakes, lights, steering, and horn are in proper working order. If there is any question regarding the mechanical safety of a vehicle, the vehicle shall not be driven and the supervisor must be notified. Unsafe trams and tugs shall remain out of service until repaired.
- Use of horns or other warning devices will be used in accordance with their intended purpose. Excessive or inappropriate use for non-warning situations will not be tolerated.

Subject:

**VEHICULAR OPERATION: TRAMS AND TUGS**

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- Vehicles are not allowed to park in the Courtyard and the Inpatient Tower breezeway except in designated parking areas. Parked vehicles must not project into traffic lanes, obstruct exits, doors, or fire equipment.
- An accident report (County of Los Angeles Report of Vehicle Accident or Incident form) shall be completed and sent per the directions found on the form. In addition, a copy shall be sent to Department of Health Services Human Resources-Risk Management/Claims and Operations (may call 323-890-8482 for instructions on how to forward form) and to the LAC+USC Safety Office. The report shall be completed by the operator of any vehicle involved in an accident whether or not there was injury to persons or damage to property. All accident reports shall be taken by Los Angeles Police Department (LAPD) Traffic Detail or California Highway Patrol. LASD does not take traffic reports. Supervisors are responsible for investigating accidents, reviewing the accident report, and ensuring remedial training for the affected employee. See Attachment -

**RESPONSIBILITY**

Administrators  
All Employees

**ATTACHMENTS**

Attachment A – County of Los Angeles Report of Vehicle Collision or Incident

**REFERENCE**

California Vehicle Code, 20001 and 20002  
California Vehicle Code, 21113 (a)  
California Vehicle Code, 22350  
Title 8, California Code of Regulations, Section 3668

**REVISION DATES**

September 1, 1994; November 13, 1998; April 9, 2002; April 27, 2004; January 01, 2008;  
September 5, 2008; August, 30, 2009; February 12, 2013; March 08, 2016, November 21, 2022