

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
VEHICULAR (TRAM AND TUG) OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.603
SUBJECT: SAFE OPERATION OF VEHICULARS (TRAM & TUG)	
SECTION: PHYSICAL PLANT	Page 1 of 4
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable Workforce	REVISED DATE: 05/04/2016

PURPOSE:

To provide guidelines for the enforcement of vehicular (Tram and Tug) safe use, operation, and parking.

POLICY:

All MLK OPC workforce members operating vehicular equipment (trams and tugs) on MLK campus shall ensure compliance with California Department of Motor Vehicle Codes for driving and parking on the grounds. Only workforce members with a valid California Driver's License and who have successfully completed certification training may operate vehicular equipment.

DEFINITION:

- **Certified Operator** – Workforce members who have 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
- **Tram/Tug** – an electric vehicle that is designed to conduct normal work within the boundaries of the MLK campus

PROCEDURES:

1. All workforce members who operate a Tram or Tug must complete training prior to operating a Tram or Tug that includes at minimum the following:
 - a. Classroom training on the specific Tram or Tug
 - b. Instructions on pre-use inspection
 - c. Record keeping requirements
 - d. Assessment of skills by direct observation
2. All employees who receive training shall be issued a certificate stating the equipment he/she is authorized to operate, the signature of the trainer and the expiration date of the certificate.

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
VEHICULAR (TRAM AND TUG) OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.603
SUBJECT: SAFE OPERATION OF VEHICULARS (TRAM & TUG)	
SECTION: PHYSICAL PLANT	Page 2 of 4
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable Workforce	REVISED DATE: 05/04/2016

3. The Tram and Tug certificate shall be placed in the employee personnel file and a copy will be sent to the Safety Office.
 4. Refresher training shall be provided to the operator when:
 - a. The operator has been observed to operate the vehicle in an unsafe manner.
 - b. The operator has been involved in an accident or near-miss incident.
 - c. The operator has received an evaluation that reveals that the operator is not operating the Tram or Tug safely.
 - d. The operator is assigned to drive a different type of Tram or Tug.
 - e. A condition in the workplace changes in a manner that could affect the safe operation of the Tram or Tug.
 - f. Every three years.
- The Safety Officer is responsible for coordinating tram and tug safety training classes and issuance of certification documents.
 - A certified operator must carry a valid California Driver's License while operating a vehicle. Anyone who fails to carry a driver's license will not be allowed to operate a vehicle.
 - Any non-certified employee who is found operating a vehicle will be subject to disciplinary actions.
 - The vehicles shall not be driven on city streets except when:
 - Crossing the streets to reach parts of MLK campus; or
 - It is the only possible route to the destination on campus

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
VEHICULAR (TRAM AND TUG) OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.603
SUBJECT: SAFE OPERATION OF VEHICULARS (TRAM & TUG)	
SECTION: PHYSICAL PLANT	Page 3 of 4
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable Workforce	REVISED DATE: 05/04/2016

- 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 curb, especially when there are cars parked along the curb.
- Avoid driving in heavy pedestrian traffic areas. The operator shall slow the vehicle down to walking speed when pedestrians are present. Pedestrians have the priority.
- Operators and passengers of the vehicles must keep their heads, legs, and arms within the vehicle. The only exception is when signaling to turn or to stop.
- All passengers must be in seats designed for such use. Passengers are not 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, types 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 a pedestrian or any patient-carrying vehicle
 - Runs into another vehicle, which under State Vehicle Code has the right of way
- Equipment with faulty 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 vehicle, the vehicle shall

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
VEHICULAR (TRAM AND TUG) OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.603
SUBJECT: SAFE OPERATION OF VEHICULARS (TRAM & TUG)	
SECTION: PHYSICAL PLANT	Page 4 of 4
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTVE DATE: 05/2009
TO BE PERFORMED BY: Applicable Workforce	REVISED DATE: 05/04/2016

not be driven and the supervisor must be notified. Unsafe trams and tugs shall remain out of service until repaired.

- Vehicles are to park 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 76V54A) shall be completed and filed with the County Police, Safety Office and Human Resources by the operator of a vehicle involved in an accident whether or not there was injury to persons or damage to property. Supervisors are responsible for investigating accidents, reviewing the accident report, and ensuring remedial training for the affected employee

REFERENCES

California Vehicle Code, 20001, 20002, 21113(a), 22350

Title 8, California Code of Regulations, Section 3668

NOTED AND APPROVED:

_____	_____
Cynthia M. Oliver, Chief Executive Officer	Date
_____	_____
Ellen Rothman, M.D., Chief Medical Officer	Date
_____	_____
Lessie Barber, R.N., Nursing Director	Date

Signature(s) on File.