

December 5, 2022

Subject Line: Important: Revised SCUUV Policy and Operating Procedures

Dear SMU Community Member,

In 2018, SMU implemented a [sub-compact utility vehicle \(SCUUV\)](#) policy ([11.6](#)) and operating procedures.

The policy and procedures have undergone a comprehensive assessment and have recently been updated to include **low-speed vehicles (LSVs)** and **neighborhood electric vehicles (NEVs)**.

What is new?

- Operations Map – [The Operations Map](#) has been updated to reflect the areas of operations for SCUUVs, LSVs, and NEVs. **Please note the changes reflected for operations on the East Campus and south of Mockingbird Lane.** These operational changes are necessary for several reasons, including the safety of SMU faculty, staff, students, and contractors.
- Registration – All departments and contractors that operate carts must register their carts no later than **January 31, 2023**, at [SMU Cart Registration](#). This includes carts that have been previously registered. Upon registration, a packet containing an operations map, reflective numbers (if a new registration), and a 2023-2024 permit will be available for pickup at Dawson Service Center, Suite 100, in the Office of Risk Management or will be sent via campus mail based on the option selected at registration.
- Training – All operators, including contractors and third parties, must also take SMU SCUUV Training to operate carts. A training calendar is available on the [ORM Website](#).
- For those who need to purchase additional safety equipment or upgrade their fleet to comply with Policy 11.6 and associated procedures, please contact Purchasing at purchasing@smu.edu.

When will the new procedures be enforced?

Enforcement of the new procedures will start on February 1, 2023. At that time, SMU will begin enforcing Policy 11.6. Failure to comply with the policy may result in the operator department's loss of use of a SCUUV, the individual operator's loss of SCUUV operating privileges, and/or other disciplinary action up to and including termination.

If you have questions about the updated policy or procedures, please contact Brandon Chance, Executive Director of Environmental Health and Safety (EHS), at bchance@smu.edu.

Sincerely,

Brandon Chance
Executive Director of EHS

Leigh Ann Moffett
Chief Risk Officer

Chris Regis
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