



THE CITY OF SAN DIEGO
M E M O R A N D U M

DATE: October 4, 2017

TO: Park and Recreation Employees

FROM: Herman D. Parker, Park and Recreation Director

SUBJECT: Policy Update: Driving on *Areas Not Designated/Designed for Vehicular Travel*

The purpose of this memorandum is to provide guidance on the safe operation of City vehicles/equipment when driving on turf and other *Areas Not Designated/Designed for Vehicular Travel*. With increasing use of our park systems resulting in more congestion on our turf areas, it has become necessary to develop and implement this Department Policy.

Areas Not Designated/Designed for Vehicular Usage include, but are not limited to, turf (grass, lawn, sod), parks, road medians; recreational areas and developed or undeveloped areas (e.g., sidewalks, pedestrian plazas, beaches, boardwalks, unincorporated areas, and paper streets).

This policy includes, but is not limited to, activities such as mowing, spraying, turf sweeping, aerification in ballfields, playgrounds, cemetery, open space parks, emptying waste receptacles, cleaning remotely located drinking fountains, etc. and applies to all street-legal vehicles, motive equipment, golf carts, mules, etc.

At all times, employees are directed to refrain from driving on *Areas Not Designated/Designed for Vehicular Usage*, unless it is absolutely necessary or required as part of their work duties. If it is determined by the supervisor that driving in *Areas not Designated/Designed for Vehicular Usage* is necessary or required as part of an employee/volunteer's work duties, the employee/volunteer is required to follow this policy:

This policy does not require employees/volunteers to exit the vehicle when stopped temporarily in street traffic. This policy does not apply to Golf Division employees working on golf courses.

Employees are instructed to tailgate Administrative Regulation 75.85 Driving on Areas Not Designated for Vehicular Usage and adhere to the following provisions whenever they must drive on *Areas Not Designated/Designed for Vehicular Usage*:

- There should be at least 50 feet of unobstructed vision in the direction of travel.
- Vehicles must not travel at more than ten miles per hour.
- In low visibility conditions and when approaching blind spots, humps, mounded/hilly areas or corners, driver must stop, sound horn, then proceed at 2-3 miles per hour until visibility is clear to 50 feet.
- Emergency flashers must be used at all times, as well as hazard and strobe light(s), when available.
- When driving alone, driver must always walk completely around the vehicle when stopped for any length of time and/or returning to the vehicle before proceeding.
- If another employee/volunteer is present, he/she may act as a spotter and walk around the vehicle instead of the driver before the vehicle proceeds.
- When available, other City employees/volunteers will assist with vehicle/equipment movement in the role of a spotter. Spotters should walk approximately ten (10) feet in front/back of the vehicle, yet not directly in the vehicle's path of travel. The spotter is responsible for ensuring the vehicle's path of travel is clear and free of potential hazards.
- The vehicle driver/operator must follow the backing procedures as stated in the vehicle backing policy. See City of San Diego Driver/Operator Manual, "Backing a Vehicle/Equipment" and Administrative Regulation 75.05 – Vehicle/Equipment Backing Procedures.

Supervisors must immediately tailgate all employees who drive on this policy, and once per year afterwards, and employees must follow this policy at all times.

Thank you for your attention to this important matter.



Herman D. Parker
Park and Recreation Director

cc: Park and Recreation Unclassified Staff
David Monroe, City of San Diego Accident Review Board Chair
Rebeca Córdova, Administrative Services Program Manager
Deb Moser, Risk Management Safety Program Manager
Colin Brazile, Senior Human Resources Officer