Walla Walla University
GATOR USE GUIDELINES

The Gators owned by Walla Walla University may be used by employees only as authorized by each individual department, within the following guidelines:

1. I am listed on the current WWU Approved Drivers List to drive the Gator.

2. I will operate the Gator within all Walla Walla University and City of College Place regulations, which include driving only on sidewalks, designated crosswalks (pedestrians have right of way) and not on city roadways. (See attached map.)

3. I will provide for the safety of pedestrians at all times while driving the Gator.

4. I will use the Gator strictly for business purposes on campus only.

5. I will not loan the Gator to another person.

6. I will carry only one (1) passenger at a time, who will ride in the passenger seat, and not permit any passengers to ride in the back of the Gator.

7. I will not carry oversized loads in the back of the Gator, but will use a pickup.

8. If I need to get to off-campus properties, I will use a licensed vehicle.

9. I will not operate a Gator until I have signed the WWU Gator Employee Training Checklist (attached) and watched How to Use a John Deere Gator online or on video.

10. Disregard of policy will be reported directly to the head of your department.

I, (print name) ___________________________________________ have read the above regulations and understand I am responsible for my actions while operating a WWU-owned Gator.

Employee Signature ______________________________________ Date __________________

Employer Signature ______________________________________ Date __________________

July 24, 2012
\skynet.local\Home\Shirlee.Kehe\My Documents\ARM\AUTO\Gator Policy.wpd
Walla Walla University

CAMPUS MAP

Note: Orange highlighted areas are University streets

LEGEND
P Parking
E Elevators

Find Your Way Around Campus

1. Plant Services
2. Winter Educational Complex
   Nursing, Physical Education, Social Work and Sociology
3. Canaday Technology Center
   Academic Records, Communications, WATS, Student Finance, Technology
4. Risk and Safety Management
5. Accounting
   Human Resources & Payroll
6. The Express
7. University Church
8. Kretschmar Hall
   Computer Science, Languages, Mathematics, Physics
9. Havstad Alumni Center
10. Chan Shun Pavilion
    Engineering
11. Bowers Hall
    Business
12. Campus Security
13. Chaplain's Office
14. Melvin K. West Fine Arts Center
    Art, Music
15. Powerhouse
16. Sittner Hall
    Music, Residence Hall
17. Administration Building
    Administration, English, History, Marketing and Enrollment Services, Theology, University Relations
18. University Bookstore
19. Centennial Green
20. Village Hall
    Drama
21. Foreman Hall
    Women's Residence Hall
22. Conard Hall
    Women's Residence Hall
23. Peterson Memorial Library
24. Rigby Hall
    Biology, Chemistry
25. Meske Hall
    Counseling and Testing Services, Campus Health and Wellness, Men's Residence Hall
26. Smith Hall
    Education, Psychology
27. Kellogg Hall
    Cafeteria, Co-op, Mark, Mt. Ash, Student Association Center, Student Life and Mission
28. University Studios and Guest Rooms
29. The Atlas
30. Village Life and Property Management
31. Hallmark Apartments
32. Faculty Court Apartments
33. Birch Street Apartments
34. Mountain View Apartments

Facebook | wallawalla.edu
Gators

___ Information (please print) ____________________________________________________________

Trainer's Name ___________________________________________ Date of Training __________

Trainer's Department & Position ____________________________

___ Safety Information

Designated trainer will instruct employee on each item and check it off when completed.

☐ Watched the John Deere Gator Safety Video/Online Training (Watch Gator training here) and taken the WWU Gator Safety Quiz (attached).

___ Operating Instructions

Designated trainer will instruct employee on each item and check it off when completed.

☐ Overview of operating controls
☐ Daily operating (tire pressure, fuel level, check for leaks)
☐ Using turn signal switch
☐ Starting (using choke when needed)
☐ Selecting Gears - come to complete stop before changing
☐ Using Traction Assist (Differential Lock) – complete stop of slow speed
☐ Raising and lowering cargo box
☐ Operating Tailgate
☐ Loading cargo box, (overloading, distributing load in cargo box)
☐ Fueling and fuel type (gas), wipe any spilled fuel

___ Signatures

The signatures below document that the above training was completed on the date indicated. Trainee has been given the opportunity to ask questions and to practice using the Gator if he/she would like to do so. Both parties accept responsibility for keeping our workplace safe and healthful.

Trainer Name ___________________________ Sign ___________________________

Trainee Name ___________________________ Print ___________________________  Trainee Name ___________________________ Sign ___________________________
Gator Safety Quiz

Walla Walla University Grounds Department

1. What is the key point to remember while operating the Gator?

2. When should you wear a seat belt?

3. Only engage the differential lock while:
   a. Moving at high speeds
   b. Moving very slowly in a straight line or stopped
   c. Anytime

4. What three things should you do before you leave the Gator?
   a.
   b.
   c.

5. True or False: The Gator can go anywhere

6. List some places on campus where the Gator should not go.

7. To reduce gear grinding you should only shift:
   a. while moving at high speeds
   b. while moving at slow speeds
   c. while completely stopped and the engine is running at idle.

8. True or False: It is ok to have one additional passenger sitting in the bed if the passenger seat is full.

9. How should a hill be approached?
   a. Straight on
   b. At an angle