

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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DRIVING ON AREAS NOT DESIGNATED FOR VEHICULAR USAGE	Effective Date May 5, 2017		

1. PURPOSE

- 1.1. The purpose of this Administrative Regulation is to provide guidance on the safe operation of City vehicles/equipment in *Areas Not Designated/Designed for Vehicular Usage*. This will aid in the prevention of accidents/incidents by City employees in those locations.
- 1.2. The City of San Diego in order to maintain all of its properties, requires driving of City vehicles/equipment on *Areas Not Designated/Designed for Vehicular Usage*. To prevent incidents involving City property and the general public, this Administrative Regulation has become necessary.

2. SCOPE

- 2.1. This regulation applies to all City employees/volunteers who drive/operate any vehicle/equipment on City business.

3. DEFINITIONS

- 3.1. *Areas Not Designated/Designed for Vehicular Usage* – Turf (grass, lawn, sod), parks, and road medians; recreational areas (i.e., ballfields, stadium, playgrounds, golf course, open space parks, etc.); and developed/undeveloped areas (i.e., sidewalks, pedestrian plazas, beaches, boardwalks, unincorporated areas, cemetery and paper streets). Police, Fire, and Park and Recreation follow Department Instructions.
- 3.2. *Authorized Off/Access Road Areas* – Include fire service roads, SDGE utility roads, landfill roads and surfaces, canyon access points, etc. These areas may be utilized for specific authorized activity. Police, Fire, and Park and Recreation follow Department Instructions.

4. POLICY

- 4.1. At all times, employees are directed to refrain from driving on *Areas Not Designated/Designed for Vehicular Usage*, unless it is absolutely necessary. It will only be considered “absolutely necessary” when there is no acceptable alternative route such as a roadway or parking lot, and/or workload issues (i.e., heavy or numerous objects to collect/distribute or emergency conditions) dictate. Even when there is no acceptable

(Superseded Administrative Regulation 75.85, Issue 1, effective October 23, 1998)

Authorized

(Signature on File)

CHIEF OPERATING OFFICER

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alternate route, employees are instructed to park the vehicle and walk to tasks whenever feasible.

- 4.2. If it's necessary for employees to drive on *Areas Not Designated/Designed for Vehicular Usage*, employees must obey the following provisions:
 - 4.2.1. There needs to be at least 50 feet of unobstructed vision in the direction of travel.
 - 4.2.2. Vehicles approaching blind spots, humps, mounted/hilly areas or corners must stop, sound horn, then proceed at 2-3 miles per hour until visibility is clear to 50ft.
 - 4.2.3. Emergency flashers are being used at all times, as well as hazard and strobe light(s), when available.
 - 4.2.4. 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.
- 4.3. The vehicle driver/operator must follow the backing procedures as stated in the backing policy. See City of San Diego Driver/Operator Manual, "Backing a Vehicle/Equipment" and Administrative Regulation 75.05 - Vehicle/Equipment Backing Procedures.

5. RESPONSIBILITY

5.1. Departments/Divisions

- 5.1.1. Departments are encouraged to develop a Department Instruction (D.I.) with specific policies and procedures on driving department equipment on *Areas Not Designated for Vehicular Usage*.

APPENDIX

Legal References

City of San Diego Driver/Operator Manual (DOM)
Administrative Regulation 75.05 - Vehicle/Equipment Backing Procedures

Administering Department

Risk Management