

<b>AD.4.5.1</b>	
<b>TRANSPORTATION DEVICES</b>	
<b>Section:</b>	Administration (AD)
<b>Subject:</b>	Security
<b>Legislation:</b>	<i>Motor Vehicle Safety Regulations (C.R.C., c.1038); Traffic Safety Act (RSA 2000 cT-6); Use of Highway and Rules of the Road Regulation (AR 304/202).</i>
<b>Effective:</b>	September 21, 2017
<b>Revision:</b>	May 11, 2022

**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

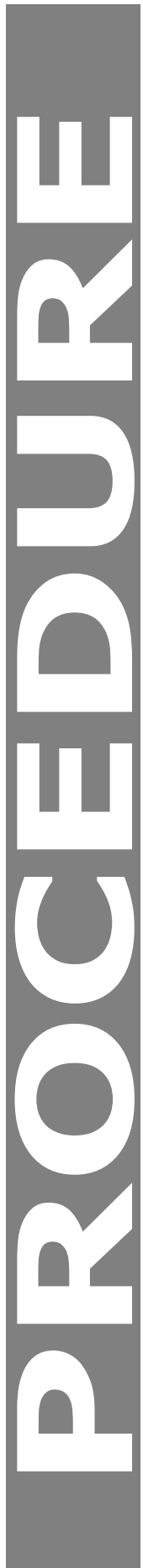
The policy of the Board of Governors is to provide a safe and healthy environment for members of the SAIT community by regulating the operation, use and storage of transportation devices, so that these devices are used safely and courteously on the SAIT campus.

**PROCEDURE**

**DEFINITIONS**

- Acrobatics** Any action on a transportation device in which both blades, skates or wheels are off the ground simultaneously, or where the device is being used in a manner not consistent with normal transportation.
- E-scooter** A shared electric power scooter permitted and authorized by the City of Calgary.
- SAIT campus** SAIT’s main campus and all satellite campuses.
- SAIT community** SAIT’s governors, employees, students, contractors, consultants, agents, volunteers and visitors.
- Transportation device** Transportation devices are listed and defined in Schedule A and Schedule B, Associated Documents to this procedure. These schedules may change from time to time.

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## GOVERNING PRINCIPLES

1. This procedure regulates the operation, use and storage of transportation devices on the Sait campus, to help ensure the safety both of the users of these devices and of the Sait community as a whole.
2. Transportation devices that may be operated on the Sait campus are listed and defined in Schedule A, an Associated Document to this procedure. This schedule may change from time to time.
3. Transportation devices that are prohibited on the Sait campus are listed and defined in Schedule B, an Associated Document to this procedure. This schedule may change from time to time.
4. E-scooters shall be geofenced at Sait property boundaries as they are prohibited from being operated on the Sait campus, as per Schedule B, an Associated Document to this procedure. Sait will collaborate with approved operators to ensure designated parking spaces are made available along Sait property boundaries.
5. Users of transportation devices that can be operated on the Sait campus:
  - a) Must maintain control of their actions at all times and may not operate these devices at high speeds or in ways that endanger the safety of themselves or others.
  - b) Are prohibited from engaging in acrobatics and/or stunting with any transportation device on the Sait campus.
  - c) Operate these devices on the Sait campus at their own risk.
6. Sait is not responsible for loss or damage to transportation devices, however caused. Any damage, loss of property, or injuries on campus should be reported through the Sait incident reporting system.
7. This procedure does not apply to:
  - a) Vehicles required for Sait operations, construction, maintenance or service work, research or approved promotions; notwithstanding the foregoing, however, these devices must be operated in a safe and courteous manner at all times.
  - b) Mobility aids, such as wheelchairs, motorized wheelchairs, electric carts or similar devices operated by individuals with disabilities.

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- c) Motor vehicles operating safely on roadways.

## PROCEDURE

### A. Use and Operation

1. Transportation devices must yield the right-of-way to pedestrians when on roadways, sidewalks and pathways and must reduce speed as required so as not to interfere with pedestrians.
2. Transportation devices must not exceed the speed limit of 20 km/hour while on the SAIT campus; lower speeds may be required to ensure public safety.
3. Transportation devices are not permitted:
  - a) On or over landscaping, gardens, grass, and other horticultural areas.
  - b) On steps, stairways, access ramps, retaining walls, seat walls, benches, railings or similar architectural features.
  - c) On the Cohos soccer field.
  - d) To be ridden inside SAIT buildings.
4. Transportation devices, with the exception of cycles, power bicycles, and mopeds, are prohibited on the roadways except when users are crossing the roadway at an intersection or at a marked crosswalk. Users are required to cross such locations safely, and may be required to dismount in order to do so.
5. The Manger, Security and Emergency Services department, will on an annual basis ensure that e-scooters are geo-fenced at SAIT property boundaries so as to prevent their use on SAIT campus.

### B. Storage and Abandonment

1. Transportation devices are prohibited from being locked or stored:
  - a) against any fencing, trash receptacles, artwork, benches or signage.
  - b) against any trees, bushes or landscaping.

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2. Cycles must be stored only in approved storage areas and/or approved racks. Security will remove cycles that are stored in breach of this procedure.
3. Roller blades, skateboards and scooters may be stored in lockers or in employees' designated personal office spaces if those devices are not liquid-fueled, do not impede safe access or egress, are not an obstruction to the public and do not impose undue cleaning requirements.
4. Hover boards, electrical skateboards and other types of electrically-powered transportation devices are prohibited from being stored or charged inside SAIT buildings.
5. Security will remove and dispose of an abandoned transportation device.

### C. Non-Compliance

1. Security will remove any transportation device stored in breach of this procedure.
2. A user who breaches any safety provision of this procedure may be subject to:
  - a) Warnings or fines as authorized under SAIT Community Standards, Schedule C, an Associated Document to this procedure;
  - b) Non-academic misconduct provisions of procedure [AC.3.4.4 Student Non-Academic Conduct](#) (in the case of a student user); and/or
  - c) Discipline provisions of procedure [HR.4.4.1 Corrective Action Procedures](#) (in the case of a SAIT employee user).
3. A person whose misuse of a transportation device causes property damage to another person or to SAIT may be required to pay restitution for that damage.

### ASSOCIATED DOCUMENTS

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|------------|--|
| Schedule A | Transportation Devices that may be operated on the SAIT Campus |
| Schedule B | Transportation Devices not permitted on the SAIT Campus        |
| Schedule C | SAIT Community Standards (under development)                   |

### POLICY/PROCEDURE REFERENCE

- AD.4.5 Transportation Devices policy

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