

ELECTRIC VEHICLES, SCOOTERS AND OTHER MOTORISED TRANSPORTATION DEVICES GUIDELINE

Section	Occupational Health and Safety
Contact	Occupational Health, Safety and Wellbeing Team
Last Review	August 2023
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Approval	Director, Occupational Health, Safety and Wellbeing

Purpose:

This document outlines the procedure for riding, parking, and using electric vehicles, scooters, and other motorised transportation devices on campus.

Guideline:

Operating an E-Vehicle, E-Scooter & Other Motorised Transportation Devices

Electric scooters and other motorised transportation devices are allowed on Massey University campuses. They must be used on the road or footpaths and not indoors – excluding electric wheelchairs and similar mobility devices.

Please always follow the New Zealand Road Code, and rules and regulations on public streets, private roadways, walkways, and campus property, where permitted.

When on an E-Scooter:

- Wearing a properly fitted and fastened helmet is recommended.
- Follow all the traffic rules applicable to a driver of a motor vehicle, including traffic lights, signs, and ride with the direction of the traffic.
- Yield the right-of-way to pedestrians and give an audible signal before passing a pedestrian or cyclist.
- Do not use earbuds or headphones on/in both ears.
- Individuals cannot ride at a speed greater than is reasonable and prudent under the existing conditions.
- A device should not be operated with more than one person on it.
- When riding in the dark or dusk, an electric scooter must have a visible front-facing light, rear-facing red reflector or red light and reflective material.
- Please be aware of your surroundings. Uneven pavement, potholes and unexpected items can cause you to lose control of the device and it may be harder for vehicles to see you.

Parking of E-Vehicles

Massey fleet E-Vehicles are to be parked at designated campus car parks. Contact Estates Management for confirmation of these locations.

Parking of E-Scooters

Electric scooters need to be parked upright at or near a bike rack, out of the way of pedestrian or vehicle traffic. Rented scooters, like those from Flamingo, Lime, or Beam, need to be parked in a designated parking location indicated in the scooter operator’s app or Estates Management can be contacted for confirmation of these locations.



Parking of E-Motorised Transport

All other smaller motorised transportation devices, including electric skateboards, also need to be parked in a manner that also does not pose any tripping hazards. This includes keeping footpaths, pathways, ramps, stairs, and accessible entrances clear.

Charging

Due to fire and electrical safety hazards, personal motorised transportation devices cannot be charged on university property, including academic buildings and halls of residence, unless charging areas have been approved by Estates Management.

Fleet E-Vehicles are to be charged at designated campus charge ports that are available on a first-come, first-served basis for all staff through Fleet Bookings <https://bookit.eroad.com/> - contact Fleet Management for these locations. When the charge of an E-Vehicle is complete, move the vehicle so other employees may use the charging station.

Audience:

All Massey University staff, students, contractors, and visitors to Campus.

Relevant Legislation:

[Waka Kotahi NZ Transport Agency – General Road Code](#)

Related Procedures:

None

Document Management Control:

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