



Lawn and Landscape Traverse Policy

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Flagler College**

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Lawn and Landscape Traverse Policy

Program Approval

Superintendent of Physical Plant

Date

Environmental Health and Safety Manager
Head of Grounds Keeping

Date

VP of Business Services, CFO

Date

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1.0 Purpose

Flagler College has developed a Lawn and Landscape Traverse Permit policy in order to preserve the college's grounds and to mitigate environmental health and safety risks. There have been numerous occasions where contractors or employees park or travel on or around the lawn and landscapes of Flagler College resulting in damage to the grass and soil, cracking or splitting pavers and concrete, and damaging shrubs, trees or bushes.

Large ruts or tire tracks within the grass or along a sidewalk can result in serious injury. Without precaution heavy machinery or vehicles can compact soil under trees or damage the turfgrass, damage or break underground utilities, or potentially weaken or rupture irrigation lines. Large equipment or vehicles can also damage shrubs or trees due to abrasion, snapping, or ripping branches and limbs. Partially damaged trees, especially large limbs, can seriously harm pedestrian traffic if they break or snap after the work is finished. It could take weeks, months or years for the limb to eventually break or snap if not properly identified.

1.1 Scope

Flagler College's lawn and landscape traverse policy and permitting schedule establishes a set of rules for affected employees or contractors that may or may not be required to travel across certain areas of Flagler College's property. This applies to all employees, contractors, visitors, and local, state or governmental agencies. All departments of the college are expected to report to an authorized Flagler College employee if there is a pending navigation across the lawn or landscape. After a heavy rainstorm or if there is standing water on the lawn, no vehicles are permitted to traverse the lawn until the firmness of the lawn is approved.

Exceptions to the policy:

- Emergency vehicles and/or unplanned occasions to assist in life threatening events, and traversing the lawn or landscape is a necessity.
- Lawn service vehicles or mowers under **2500** pounds for normal purposes
- Vehicles that which the design and intended purpose is for lawn and landscape use (tractor w/ turf tires, golf carts, etc) and operator has taken proper precautions to not damage college property
- Prior written consent issued by this permit

1.2 Review

The Superintendent of Physical Plant, EH&S Manager, Head of Groundskeeping, Parking Enforcement Management, VP of Business Services / CFO and Security Director will all participate in amending any part of this policy as agreed upon by a review committee. Review shall take place when the policy is deemed ineffective or at least biennially.

1.3 Policy

It is the responsibility of Flagler College employees and contractors to comply with the restrictions and limitations imposed upon them during the use of this policy and the Traverse Permit.

Authorized employees and contractors must adhere to this policy and the permitting structure in order to create a uniform, unbiased way to preserve the above and below ground property of Flagler College.

2.0 Definitions

Affected employee - All faculty or staff members of Flagler College who drive vehicles, whether a registered highway vehicle, low speed vehicle or golf cart, on or around Flagler College property.

Affected Area - The space or location in which the permit is requested to be issued for, or has been traversed by unauthorized vehicles or equipment

Authorized employees and/or contractors - Due diligence has been done by a Flagler College representative to examine, study, and/or make an educated decision to ensure limited damage to the lawn or landscape and have been permitted and documented that it is allowed to traverse the affected area.

Broken (Ruptured) Line - Irrigation headers or valves, water main lines, electrical conduit, natural gas or other buried utilities may not immediately result in discovery but may still be active

Damaged Lawn and Landscape Property - Ruts, damaged grass, cracked sidewalks or walkways, flattened or run over bushes/shrubs/flowers, burned out grass, broken tree limbs, compacted soils and compacted roots

Emergency Vehicle Traversal - An abnormal circumstance where in order to reach the scene of an emergency, the vehicle must deploy over lawn or landscape, where it damages the area or not.

- St. Augustine Fire and Rescue Department or St. Augustine Police Department
- St. Johns County Sheriff and Emergency Response Units
- Florida Department of Environmental Protection Emergency Response Units

Golf Cart or Utility Vehicle - A street legal, insured vehicle that does not travel faster than 20 miles per hour. Must have an orange reflective triangle to signal speeds lower than 20 miles per hour.

Irreversible damage - Harm or injury to the lawn or landscape that is too costly to repair or results in an altered landscape. This may be broken limbs from historical, mature shade trees or shrubbery, cracked sidewalks, damaged or destroyed historical elements (planters, fountains, structures)

Landscape - Planters, landscape beds, shrub beds, flower beds, tree surrounds

Lawn - Maintained turfgrass areas of St. Augustinegrass, Bermudagrass, Zoysiagrass or some other known turfgrass species that is maintained to a practical and ornamental standard.

Lawn and Turfgrass equipment - Lawn Mowers, light duty tractors with turf tires, golf carts with turf or landscape attachments, spray equipment, rollers, aerators, verticutters, topdressers

Low Speed Vehicle - A registered, insured, street legal small vehicle with a factory designated VIN, that travels up to 25 miles per hour

Traverse - To go or travel across or over; to move or pass along or through

3.0 Roles and Responsibilities

3.1 Environmental, Health, and Safety Manager

- Review and understand the policy in order to issue permits, answer questions and review policy on an annual basis
- Ensure all employees of the campus work in a safe, environmentally respectful and compliant manner with regard to all aspects of the law, rules and regulations

- Inspect, document and communicated possible solutions to problems or unsafe areas of lawn or landscape including sidewalks, roads, grass, plant beds, retaining walls, etc

3.2 Head of Groundskeeping

- Review and understand the policy in order to issue permits, answer questions and review policy on an annual basis
- Ensure to keep up the pristine lawn and landscape of Flagler College to an exceptional level
- Direct contractors and other personnel on the best possible way to traverse any lawn or landscape when absolutely necessary
- Examine affected areas before and after a traversing event, inspect for damages
- Set up a work order or complete repair on the spot to damages and document all labor, material, equipment and time loss due to repairs.

3.3 Superintendent of Physical Plant

- Review and understand this policy, ability to answer questions to employees, contracted services and students when necessary
- Ensure all employees whose job requires them to work on or around the lawn and landscape understand the Traverse Permitting structure
- Ensure all contracted services receive a copy of the policy and sign

3.4 Faculty and Staff

- Review this policy understand who, what, when and how traversing Flagler College property affects the aesthetic quality and physiological health of the plants, trees and grass.
- Faculty and Staff themselves adhere to this policy to ensure continued quality and safety of the lawn and landscape
- Ensure any hired contractors adhere to policy

3.5 Outside Personnel (contractors, etc.)

- Ensure the health and safety of faculty, staff and students while performing their duties on campus
- Adhere to all Flagler College polices, including this policy, and ensure limited damage to the lawn and landscape. When not necessary, no permitting of lawn or landscape traverse will be issued or allowed.

4.0 When to Permit

If an employee or contracted service needs to traverse any part of Flagler College’s property not dedicated to normal vehicle travel, a Permit must be issued in accordance to this policy. Before event set up as well as after event set up permit must be issued. This is due to the relatively unpredictable weather patterns of Saint Augustine where heavy rain can fall within a short period of time. Conditions of the lawn or landscape may have changed from the time of event set up to the time of break down. If golf carts or utility vehicles are to be used, a permit may be issued for 24 hours with the explicit intent of sidewalk only traversing.

- *Example 1:* It may rain 2 inches here within an hour but 5 miles north receive no rain at all. A contractor coming to site from Jacksonville may not realize the ground is saturated and potentially could make deep ruts through the middle of an area thinking it was dry.
- *Example 2:* Today the entire West Lawn was dry and there was no rain in the last 72 hours and tomorrow there is a tented event on the West Lawn. Overnight a sprinkler head cracked and flooded the pathway to the event space. The groundskeeper repaired the leak but must now find a new route to get the event equipment to the proper space, or make sure the event happens in a drier space.
- *Example 3:* There are no parking spaces left, but a contractor needs to fix an electrical outlet behind Lewis House. A permit may be issued for temporary parking if absolutely no other parking options are possible and the allotted space will not sustain damage.

5.0 Permit Procedure

Procedures will be developed, documented and utilized for the control of vehicles traversing Flagler College property

5.1 Exceptions

Flagler College does not need to issue a permit for a particular vehicle, machine or equipment, when:

- It is designated lawn equipment, under 2500 lbs, such as;
 - As defined by Lawn and Turfgrass Equipment
- Emergency Vehicle Traversal
 - St. Augustine Fire and Rescue Department or St. Augustine Police Department
 - St. Johns County Sheriff and Emergency Response Units
 - Florida Department of Environmental Protection Emergency Response Units

5.2 Procedure Requirements

Lawn and Landscape Traversing must only be performed by the authorized person or persons who are issued the proper permit. This is meant for the safety of the students, faculty and staff and preserving the aesthetic quality of the grounds. Unauthorized persons may damage property or potentially hurt or injure persons if they are not taking proper safety measures.

5.3 Control, Placement and Removal

Control

Security, Maintenance Staff, groundskeepers and all other trained staff shall be attentive when on duty. They will report and assist with control of vehicles or equipment on the lawn and landscape.

- If a vehicle or piece of machinery does not display the permit and/or cannot produce the document within a timely manner by the operator, necessary steps must be taken to ticket or eject the operator from the property or affected area

Placement

The permit is to be displayed on the dashboard of the vehicle in which traverse permit is issued. This permit is directly associated with 1 vehicle and cannot be transferred. If the vehicle does not have a dashboard or is not practical, a copy must be left either in plain sight or can be produced within a timely manner when inquired about. If the operator or employee will not be within proximity of the vehicle, equipment or machinery, steps must be taken to display a permit.

Removal

The permit must be removed by the operator and shredded or ripped up and discarded at the end of the day. A copy can be made for the permitted operator or employee's record but is not necessary.

5.4 Testing or Positioning of Machines, Equipment, or Components

The Head groundskeeper, EH&S Manager, Physical Plant Superintendent, or an authorized Flagler College representative will examine, test and ensure the equipment, vehicles or machines traversing the affected area will act in a safe and undamaging manner.

The affected areas will be tested or examined by;

- Moisture meter readings (anything above 60% moisture will not result in issued permit) or visual/physical confirmation of no standing water or soil saturation
- Inspecting the area for sinkholes, unexpected ruts or angled terrain that may cause unstable equipment
- Testing the area with a lighter vehicle first. If results are inadequate, a heavier machine is absolutely not allowed

6.0 Protective Materials and Hardware

Rubber Mats, plywood, hardwood planking, aluminum planking or other materials meant to disperse impact and weight shall be provided by Flagler College for faculty and staff. Contracted services must provide their own weight dispersing materials or impact reducing materials unless agreed upon by Flagler College persons who is contracting the service.

Materials used to disperse weight and impact should meet industry specific standards based on scientific literature and field experience. These materials will meet the following requirements:

- Durable;
- Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected;
- Capable /rated of withstanding the weight and/or impact of the vehicle, machine or equipment to be traversing the affected area
- Standardized tests or industry experience has proven weight dispersal and/or impact resistance based on the duty or job to be performed

7.0 Training and Accessibility

- All employees will have the ability to attend a training and/or forum style gathering to review the policy and ask questions.
- The policy will be posted in a public folder so it may be accessed by employees, contractors and others who may have questions about the reasoning for the permitting structure.
- There will be review or retraining for those who do not adhere to the policy, and cause vast damage that is costly to repair, or irreversible. Irreversible damage may be to those landscapes with mature shrubs or trees

8.0 Contractors

Outside contractors shall comply with these procedures. In addition, the Flagler College employee in charge of bringing an outside contractor onto the College campus shall notify the appropriate department supervisor prior to and following any lockout of equipment. All initial equipment isolation must be completed by Flagler College personnel.



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