

August 7, 2003

To: All Staff

From: Lachlan Squair

Subject: Driving on Sidewalks

The campus is about to embark on a program of site improvement which will include substantial investment in our grounds. In order to protect and preserve our grounds we must minimize the amount of vehicle traffic on campus sidewalks. President Haas has conveyed to me the importance of protecting the campus grounds from vehicular damage.

Further to our meeting on July 10th non essential driving on sidewalks shall be restricted to the following activities;

- Moving truck deliveries where an entrance off roadway is not available.
- Campus emergencies and snow removal activities.
- Specific maintenance tasks and deliveries of bulky tools and equipment to locations where there is no elevator and/or practical roadway access.

Physical plant will be implementing a tag system for service vehicles that require access to sidewalks. Drivers that require access to sidewalks shall obtain a tag from the Physical Plant Office and display the tag on their dashboard while they are driving or parked in sidewalk areas. Tags shall be limited to the day they are issued only.

I have notified the mail room and FSA vending staff and we will be enforcing these regulations uniformly. Please contact me if you have any suggestions on better placement of service parking bays on campus.

Thank you for your cooperation.