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מכון ויצמן למדע  
WEIZMANN INSTITUTE OF SCIENCE

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אגף תפעול  
Operations Division  
ענף שירותי מנהל  
Administration Services Branch  
תחום תחבורה  
Transportation Section

## **Updated Instructions and Safety Regulations for Driving an Operational Vehicle on the Weizmann Institute Premises – 2022**

### **General information**

- The area of the Weizmann Institute is defined as an “operational vehicle area.”
- At each entrance and exit to/from the Institute, signs are posted indicating entry or exit.
- It is forbidden to leave the Institute premises with an operational vehicle.
- The Operational Area manager has the authority to determine procedures, safety instructions and the procedures required to enforce them.
- The golf cart (“Golfit”) manager on behalf of the department, is responsible for the reliability of the operational vehicles under their responsibility and verifying the training of those who drive these vehicles.
- Personal responsibility rests on the driver of the operational vehicle to drive and act in accordance with the law, and according to the safety regulations determined by the Operational Area manager.
- An operational vehicle is, by definition, a motorized vehicle, and therefore all traffic laws apply to it.

### **Conditions for issuing a permit to drive an operational vehicle**

- Passed driving training course by the Department of Transportation
- Obtaining approval from the department/section manager
- Holder of a valid motorized vehicle driver's license (B)
- Age 21 or older

### **Responsibilities of driving an operational vehicle**

- Inspect the vehicle prior to operation, for brakes, lights, mirrors, damages, and tire pressure

### **Responsibilities of a golf cart supervisor on behalf of the department**

- Report any malfunction or damage to the operational vehicle to the head of the Transportation department
- Refuse to provide a golf cart to an unauthorized driver
- Ensure that the vehicles are serviced regularly
- Ensure sufficient level of distilled water in the vehicle batteries



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### **Observance of safety and behavior regulations**

- Comply with the traffic laws and follow the instructions of Operational Area manager
- In vehicles with seat belts, wearing seat belts is mandatory
- It is strictly prohibited to hold/talk/text on a mobile phone while driving the vehicle
- The steering wheel must be held with both hands – releasing a hand will be for the purpose of operating the vehicle only
- It is forbidden to block access roads to buildings, crosswalks, access roads for the disabled, and sidewalks
- Do not drive on lawns and green areas
- Driving on the sidewalk is strictly prohibited
- Do not leave the key in the ignition switch when leaving the vehicle
- Do not make phone calls while driving the vehicle
- Transportation of passengers and their behavior during the trip, is the responsibility of the driver
- Do not transport passengers on the loading platform
- Picking up/dropping off passengers will be done when the vehicle is at a complete stop
- Do not transport passengers above the number of seats in the vehicle
- Do not transport passengers under the age of 16
- Do not tow the vehicle without the written permission of the Operational Area manager
- Unsecured cargo must not be transported in any way that could cause it to fall off the vehicle
- Do not load cargo above the allowable weight
- Do not carry cargo on the roof of the vehicle
- Travel speed will be in adapted to and accordance to the law, and to the Operational Area manager, and accordingly, adhere to the:
  - Road conditions
  - Pedestrians
  - Movement of other vehicles
  - Weather
  - Lighting
  - Passengers/equipment carried by the vehicle
- Parking is prohibited near the entrance to buildings, restaurants, and event halls
- At the end of the work day, the vehicle must be parked in the designated area and the battery must be charged
- Smoking is prohibited near the battery/battery charging area



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### **Disciplinary offenses and implications**

- Violation of the operational and safety instructions is a violation of the instructions of an operational area supervisor, as authorized by Department of Transportation
- As such, any violation of the instructions noted herein, will be handled as follows:
  - For a first offense – A warning and documentation in the employee's personal file and a written report to the division/department manager
  - For a second offense – Summoning the driver and their manager/department manager for further clarification and disciplinary action

### **Maintenance service for the operational vehicle**

- Any handling of and/or requesting a technician and/or ordering equipment for the operational vehicle will be carried out only via, and with the approval of the Transportation department
- Once every 4 months, a comprehensive periodic inspection will be scheduled for each operational vehicle, under the responsibility of the Transportation department
- Once a month, an inspection will be performed on the electrical system and batteries in the Transportation department, under the responsibility of the department manager/head of Administration Services
- All tests will be carried out on the premises of the Transportation department

### **Obligation to report**

- The driver/department manager/head of Administration Services must report, within a reasonable period of time, any malfunction of the vehicle. A report must be issued immediately for any safety malfunction, damage to the vehicle, accident, accident with casualties or near-accidents. In case of an accident, the Institute's Security Manager must be contacted for a debriefing.
- In the event of an accident with an injured person or a near-accident whereby an individual could have been injured, do not move the vehicle without the approval of the Operational Area manager.

### **Contact information for reporting and inquiries**

- Head of Transportation and Traffic Safety Officer – Shlomi Ben Haim, shlomi.ben-haim@weizmann.ac.il
- Transportation Section – Ext. 3928/6521

