

## POLICIES AND PROCEDURES

<b>Department Administration</b>	<b>Policy #</b>	<b>Date Effective</b> 10-1-06	<b>Date Reviewed</b> 8-8-06, 11-3-11	<b>Date Revised</b>
<b>Subject:</b> Motorized Scooter Policy	<b>Dept. Head:</b>			<b>Date:</b>
	<b>Approved:</b>			<b>Date:</b>

**POLICY:** It is the policy of Sherwood Oaks to provide a safe environment for all residents. The purpose of the policy is to promote safety for all residents and yet reasonably accommodate those who use motorized scooters or other motorized mobility devices (herein called “scooters”).

### PROCEDURE:

#### Scooters features

1. All scooters shall be equipped with a suitable horn or bell to warn others if necessary.
2. Any new scooters purchased must be equipped with a “back-up” alarm.
3. Multi-passenger scooters are not typically permitted.
4. Scooters should have a light. If they are not equipped with a light several types of small inexpensive clip-on lights are available.

#### Operating and parking rules

5. Residents shall operate scooters in a conservative and safe manner, taking special precautions near doorways, at corners, when approaching pedestrians, when backing up, and in other situations that present an additional risk of injury or alarm to others in the vicinity.
6. Residents shall not operate their scooters in any way that creates a disturbance or threat of harm to the driver or others, or damage to facility or property.
7. Scooters shall not be driven faster than the natural walking speed of any pedestrian in the vicinity.
8. Scooters should be maintained in safe operating condition and no unsafe modifications should be made to the scooter.
9. When near or passing pedestrians, scooters must sound their horn as a warning and drivers must announce themselves to pedestrians.
10. Scooters must travel at reduced speeds when traveling in the buildings.
11. Pedestrians shall always have the right-of-way over scooters, whether indoors or outdoors. Scooters must yield the right-of-way to pedestrians. Scooters should warn and then pass pedestrians.

12. Residents are responsible for not permitting others to operate their scooters in a way that violates the rules. All drivers must be at least 16 years old. Only one person is permitted on a scooter at a time.
13. Drivers who are capable of walking in the central building are encouraged to leave their scooters in the Gallery or scooter parking area and to enter the building through this same room. Due to space limitations residents are encouraged to not take scooters into the dining room. Valet parking is available.
14. Due to space limitations residents are encouraged to carry their walker on their scooter if possible.
15. Residents are required to park in the designated areas and spaces in the Gallery. There will be special parking areas for residents who have difficulty transferring from a scooter to a walker. Special tags will be needed for these areas. If a resident is interested in obtaining a special parking tag they should complete the attached form and forward it to the Security Director Ralph Edgar at 8482. (See Attachment B)
16. Scooters for sale or other long-term parking of scooters is not permitted in the Gallery. For details on donating scooters contact Residential Services Director, Bobbie Cleland at 8461.

#### **Reasonable accommodation requests**

17. Residents requesting any reasonable accommodation to this policy, based on need, shall submit a written request to the President and CEO.

#### **Registration and other requirements**

18. Residents agree that they will be responsible for damage caused by their negligent operation of scooters to Sherwood Oaks property.
19. Residents agree to register their scooters with Security.
20. Residents agree to identify their scooters with their unit number in large type numbers on the rear of the motorized scooter. Scooter registration forms are available at the front desk.
21. Residents may report violation of this policy to Security. The report should contain specific information about the violation.
22. Resident agrees to sign an acknowledgement that they have received this policy. (Refer to Attachment A). This acknowledgement will be kept on file.
23. Residents who constitute a direct threat to the health or safety of others or cause substantial damage to the property of others may be subject to special individual assessments, training and restrictions intended to provide a safe environment to both them and others.
24. Sherwood Oaks offers scooter training sessions and orientation to parking scooters in the gallery as a safety program.

## Attachment A – Scooter Registration

I, \_\_\_\_\_ I have received a copy of the motorized scooter policy and agree to comply with its terms.

My apartment number is \_\_\_\_\_

My scooter is: (description and serial number if available): \_\_\_\_\_ Color \_\_\_\_\_

Manufacturer is \_\_\_\_\_

Any distinguishing features (ex. Basket, sticker, decal, etc.) \_\_\_\_\_

\_\_\_\_\_

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ I would like to be contacted to receive a scooter orientation session regarding operation and parking rules.

Once your scooter is registered Sherwood Oaks will provide numbers at no charge.

## Attachment B – Assigned Parking Request

I, \_\_\_\_\_ I would like to request a tag that will allow me to park my scooter and walker in the Assigned Parking Area in the Gallery.

My apartment number is \_\_\_\_\_

My scooter is: (description and serial number if available): \_\_\_\_\_ Color \_\_\_\_\_

Manufacturer is \_\_\_\_\_

Any distinguishing features (ex. Basket, sticker, decal, etc.) \_\_\_\_\_

\_\_\_\_\_

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ I would like to be contacted to receive a scooter orientation session regarding operation and parking rules.

Once your scooter is registered Sherwood Oaks will provide numbers at no charge.

