



**San Diego Zoo  
Wildlife Alliance**

***VEHICLE CODE***

*September 2021*

**SAN DIEGO ZOO WILDLIFE ALLIANCE  
OPERATIONS POLICIES AND PROCEDURES  
SAN DIEGO ZOO /  
SAN DIEGO ZOO SAFARI PARK**

**SUBJECT: VEHICLE CODE**

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**PAGES: 19**

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Some policies may be amended from time to time. Those changes will supersede the policies as written in this document.

**I. CALIFORNIA VEHICLE CODE**

All vehicles operated on or off San Diego Zoo Wildlife Alliance (“SDZWA”) grounds are subject to the applicable provisions of the California Vehicle Code, except as limited by SDZWA rules, physical restrictions, or special exemptions noted in this vehicle code. The code is available via the Internet, at the Security office at the San Diego Zoo (“Zoo”), and the Ranger office at the San Diego Zoo Safari Park (“Safari Park”).

**II. VEHICLE DEFINITION**

A *vehicle* is a device by which any person or property may be propelled, moved or drawn and includes, but is not limited to automobiles, trucks, carts, and construction equipment.

**III. VEHICLE ACQUISITION**

Prior to purchasing or accepting any vehicle, regardless of whether it is acquired through SDZWA funding or a grant, a New Vehicle Request Form must be completed by the requesting department and submitted to the Garage, Risk Management, and Deputy Director for review and approval.

Upon receiving a new vehicle, Risk Management and the Garage shall be notified immediately to ensure the vehicle is in acceptable working condition, registered in the correct California Air Resources Board fleet, if applicable, and appropriately insured.

**IV. SELLING/SCRAPPING VEHICLES**

The Garage is responsible for determining which vehicles shall be sold or scrapped, making the arrangements for retired vehicles to be picked up by or delivered to the buyer, and collecting the required documentation. A Bill of Sale shall be recorded for all vehicles sold and a California Air Resources Board Disclosure Statement shall be provided with all vehicles subject to a regulated fleet. These documents shall be maintained by Risk Management.

**V. TRAINING**

Prior to operating any SDZWA vehicle, including electric carts, employees must receive appropriate training on vehicle rules at their location from either their management or the Garage.

**VI. VEHICLE INSPECTION AND BIOSECURITY**

SDZWA-owned vehicles shall be inspected by the Garage for safety. In addition, the Garage is responsible for maintaining all vehicle lists, as well as a set of duplicate keys. If the mechanic on duty determines any SDZWA vehicle may not be operated safely, the mechanic shall correct the problem. If the problem cannot be corrected immediately, the mechanic shall cause the vehicle to be removed from service.

The vehicle operator should check their vehicle for any safety issues and for any undocumented damage. Any found damage should be reported immediately to the department Supervisor and Security.

During certain times and in order to protect our animal collection, staff may be required to follow specific biosecurity measures for SDZWA vehicles. These protocols will be distributed to staff based on the type of biosecurity measures required.

**VII. CLEANLINESS**

The vehicle operator shall be responsible to maintain clean windshields and mirrors to ensure proper visibility and to keep the inside of cabs free of debris, which might hamper the operation of the vehicle. Vehicles must also be kept clean, including the back of cabs and storage areas.

**VIII. SAFARI PARK VEHICLES – FUEL**

Safari Park vehicles must have at least half a tank of fuel before being parked for the night to ensure readiness in the event of emergencies.

**IX. VALID LICENSE/AGE**

No person shall operate any vehicle on or off SDZWA grounds unless that person holds a valid California driver’s license or that person holds a valid driver's license from their current state of residence, when they are actively employed as an SDZWA employee in a state other than California. The California Vehicle Code requires that persons who drive in California must obtain a California driver’s license within 10 days of establishing residency.

Drivers of SDZWA motorized vehicles must be at least 18 years of age. All drivers must be insurable by SDZWA’s current insurance carrier. A driver’s license shall be presented for inspection to the department supervisor annually and on demand of a Supervisor or Security officer or at any time during that workday. For off-grounds use, the driver’s license must be valid for the type of vehicle to be operated.

A Class B license will be required for off-grounds use of the below listed vehicles in compliance with the California Vehicle Code:

- Any single vehicle with a GVWR of more than 26,000 lbs.
- Three-axle vehicles weighing over 6000 lbs. gross

- Any bus (except a trailer bus), with endorsement
- Any farm labor vehicle, with endorsement
- Any vehicle with air brakes, with endorsement

Special exemption – Driver’s License

Operation of vehicles in the class B category above do not require a Class B license while operated on SDZWA grounds or while crossing Highway 78 from the Safari Park to and from the Safari Park-leased property across the street.

**X. LIST OF VENDOR VEHICLES**

The Risk Management Department Insurance List will be used to determine those vendor vehicles authorized to access SDZWA grounds. Copies of this document will be forwarded to the personnel operating the service gates or escorting vehicles into the facility.

**XI. VENDOR VEHICLE LOG**

All vendor vehicles entering or leaving SDZWA grounds through gates controlled by Security will be noted, together with the date and time, by the team member assigned to the gate.

**XII. KNOWLEDGE OF RULES**

Supervisors shall inform all current employees under their jurisdictions of the contents of this directive. Newly hired employees will be informed of these regulations by the Human Resources department at the time of hire.

**XIII. SEARCHES**

Management reserves the right to conduct a random search of any vehicle, whether an SDZWA vehicle or a private vehicle, when any such vehicle leaves the grounds of the Zoo or the Safari Park.

**XIV. VEHICLE USE**

**A. BUSINESS USE ONLY**

SDZWA vehicles will be used for business purposes only.

**B. ANIMAL TRANSPORT**

For all animal transports (on grounds and off grounds), only animal department vehicles will be used. Based on the type of animal being moved and its containment (absolutely no issues of containment would be present), the manager may allow the department to use a pool vehicle.

Additionally, employees will take care to ensure that no animal fluids or waste will be allowed to contaminate interior surfaces of vehicles used primarily for other purposes (e.g., vehicles used for Food Service, Merchandising, pool vehicles, personal vehicles, or guest transport). If such an incident occurs, Risk Management and Veterinary Services will be promptly notified and the

vehicle will be immediately taken out of service until it can be properly cleaned. The method of cleaning will be determined on a case-by-case basis by supervisors in discussion with Risk Management and Veterinary Services. The use of rental vehicles is discouraged. If deemed necessary, rental vehicles will be cleaned and disinfected before and after transporting SDZWA animals.

Contact Veterinary Services for current procedures.

Personal vehicles are not to be used to transport animals unless there is an approved exception from the Director of Wildlife Care. Please see the Animal Transport Policy for additional policies regarding the movement of animals.

### **C. RIDE SHARE SCOOTERS, BICYCLES, SKATEBOARDS, ROLLER SKATES**

It is against SDZWA policy for any employee, while working, to utilize any of the following listed devices. These include personally owned devices, or those obtained or used on a ride share or rental basis.

Some may be considered vehicles, some are devices, and include, but are not limited to:

Non-Powered Two Wheel Tandem Scooters, with a handle;  
Skateboards – both powered or manual, without a handle;  
Electric Scooters – Brands provided by - Lime, Bird, Razor;  
Manual or Electric Motor Assist Bicycles and Tricycles – Brands by, but not limited to - Lime, Mobike, Ofo, Spin, Bird;  
Docked bicycles – Discover or other branded versions;  
Any other brands; ride-share, docked or dockless vehicles not in the above list;  
Roller Skates or Shoes with wheels built-in to them.

This prohibition includes all types of rented, loaned, ride-share, personally owned, or other vehicles and/or devices that match or closely match the descriptions above. These vehicles may not be used while an employee is on the clock or while traveling for business. The policy regarding the use of these vehicles includes use both inside SDZWA facilities and (other than the noted exceptions) outside SDZWA facilities; including but not limited to their use around Balboa Park, the general perimeter of Zoo facilities, other areas of San Diego, and any other part of the world. The only two exceptions to this policy are: 1) licensed motorcycles which have a current vehicle registration and license plate, and are used by an owner with a valid motorcycle license, to travel in the normal course of their duties while commuting; possibly at times traveling between our facilities in San Diego, or on other approved local travel destinations; and 2) Employees using personally owned bicycles or hybrid (power assist) bicycles may bring them into our employee parking facilities where they can be secured for the day while at work. Any employee utilizing a ride share scooter to get to work is advised that the scooters should not be left in front of the Warner Building or on the front plaza of the Zoo. They should be parked safely next to the docked bike rack just past the front plaza restrooms. The use of any ADA approved device supersedes these

restrictions, however none of the items in this list are approved for ADA assistance use inside the parks.

**D. OFF-GROUNDS REGULAR VEHICLE USE**

Any SDZWA related property outside of the Zoo location or Safari Park location is considered an extension of San Diego Zoo Wildlife Alliance. All applicable SDZWA and local/regional/federal governmental vehicle policies extend out to these properties and are considered in effect at all times. This includes, but is not limited to, browse farms, field research sites, warehouses, etc. This also applies to all standard street-legal vehicles, off-road vehicles, farm equipment, carts, and other specialty equipment.

**XV. MOVING VIOLATIONS**

**A. ALCOHOL, CONTROLLED SUBSTANCES**

No person shall operate any vehicle while under the influence of alcohol or a controlled substance and no person shall operate a vehicle while under the influence of any medication, which in any way interferes with that person's ability to control the vehicle or to exercise good judgment. When there is a question about a person driving under the influence of alcohol or a controlled substance, the procedure outlined in the Drug & Alcohol Policy should be followed. Reasonable suspicion must be determined through any of the following: Safety, Security, Health Services, Human Resources or the department supervisor. If reasonable suspicion exists that the policy has been violated, the employee will be suspended with pay pending further investigation.

**B. SPEED**

The maximum speed limit on SDZWA grounds (including the Employee Parking Structure ("EPS")), 24 hours per day, is **10 M.P.H.** unless as otherwise indicated or posted. Reduced speed is necessary during periods of heavy pedestrian traffic. Speed through intersections with a yield sign may not exceed 5 M.P.H. It shall be the responsibility of the operator to proceed at a speed that is reasonable and prudent considering the conditions. The Ridge Road to Animal Services East at the Safari Park and Zoo Drive at the Zoo have speed limits of **15 M.P.H. Maximum speed for buses is 5 M.P.H.**

**C. PEDESTRIANS**

Pedestrians have the right-of-way over all vehicles at all times. In the case of an emergency, persons responding must use appropriate emergency warning equipment and exercise due caution. Do not park on sidewalks during operating hours.

**D. OVERTAKING AND PASSING**

Overtaking and passing another vehicle in forward motion, without direction to do so, is prohibited. Drivers of slow-moving vehicles must be aware of vehicular traffic to their rears in areas where they may pull over,



stop, and thereby permit safe passing. The driver of the passing vehicle must obtain an obvious signal of approval to pass from the driver of the vehicle being passed. Such permission may be in the form of a clear wave of the arm.

**E. YIELD TO EMERGENCY VEHICLES**

When approached by a vehicle displaying emergency lights or other devices, all vehicles not engaged in an emergency will drive as far as possible to the right or left side of the roadway, as appropriate, and yield to the emergency vehicle. When the roadway is too narrow to facilitate passing, the yielding vehicle will proceed, without delay, to a location where passing can be accomplished.

**F. YIELD TO ANIMALS/STAFF ON SDZWA GROUNDS**

Staff with animals on leash or being transported, without being contained in a carrier, on grounds ALWAYS have the right-of-way. All drivers MUST yield to staff with animals on grounds. Drivers are to keep 30 feet away and wait for the staff member to indicate if it is safe for the vehicle to pass. Only when the staff member indicates that it is safe for the driver to continue, may the driver proceed. The staff may indicate this verbally or with hand signals (stop=palm facing driver, proceed =wave on, and slow down = pushing hand toward ground). This applies to ALL vehicles (tour carts, buses, golf carts, trucks, heavy equipment, etc.). Staff members with animals must always be cognizant of vehicle traffic volume and be aware of the need to avoid busy or congested areas in order to mitigate potential problems.

**G. PASSENGERS**

No person shall be permitted to ride in or on a vehicle unless such vehicle is designed for such purpose.

***Exceptions:***

1. Motor scooters and trucks are excepted when passengers are safely seated in a seat or in the truck bed. This exception applies only to “on-grounds” use and only when the vehicle bedsides are capable of supporting the weight, can safely contain the passengers in the vehicle, and has been approved by Risk Management for such use.
2. Animal Care employees are excepted when transporting an animal in an open truck. Under these circumstances, employees may brace themselves on one knee, when necessary to control the animal, using handholds where provided.

**H. LOADING**

All loads on vehicles without rails and/or tailgates, and all loads extending above the rails must be properly secured to prevent the load from shifting when braking, accelerating, and turning. Loads shall not exceed vehicle-

rated capacity. This is the responsibility of the operator who shall not operate the vehicle until the load can be properly secured. Loads extending more than 18" beyond the vehicle length must be marked with a red flag.

**I. TOWING**

Safety chains will be required on all towed vehicles or trailers.

**J. COASTING**

No vehicle shall be allowed to coast or to be out of gear at any time while it is in motion.

**K. BACKING**

An operator shall not back or turn a vehicle around unless there is an unobstructed view of all activity to the rear or unless there is a second employee standing to the rear of the vehicle to direct its movement. When conditions warrant, a second employee will be responsible to warn the driver of approaching danger, and to guide them in the safe movement of the vehicle.

**L. DISTRACTIONS**

The following are prohibited while operating any vehicle in the Zoo or Safari Park:

1. Eating
2. Drinking
3. Grooming
4. Attempting to hold or restrain cargo objects that are not secured
5. Smoking
6. Cell phone use

**M. ONE-WAY TRAFFIC**

Operator shall, during the times when the Zoo or Safari Park is open to the public, observe the one-way traffic patterns. In general, direction of travel for vehicles is clockwise from the main entrance. Exceptions to the direction of travel can be made in emergency animal welfare or guest medical situations only by contacting Security at the Zoo or the Ranger office at the Safari Park prior to going against the direction of travel. Emergency and vendor vehicles must have a Security or Ranger escort before joining the flow of traffic.

**At the Safari Park:**

Some roads on the Africa Tram tour path are designated as one way only; controlled access to these roads can be made by contacting Africa Tram Station on Talk Group 2. Emergency access to the one-way tour path roads can also be made by contacting Africa Tram Station on Talk Group 2.

**At the Zoo:**

Center Street is a one-way road downhill for all vehicles.

If you are driving a vehicle larger than a golf cart, please radio Bus Base on channel 3 from Kangaroo Stop 3 for clearance prior to descending Polar Hill. In addition, all vehicles should slow down and come to a complete stop at the Northern Frontier intersection on Polar Hill before descending.

If you are driving a vehicle larger than a golf cart, Africa Rocks Road is a one-way road uphill.

All traffic through Panda Canyon requires extreme caution, with pedestrians and vehicles sharing a narrow roadway.

Highlands Road (formerly Camel Speedway) from the Kopje exhibit to Sydney's Grill is a one-way road southbound for all vehicles larger than a cart. Cart sized vehicles wishing to travel against traffic must use the traffic light system. If the light is red, they must pull to the left side and wait at the stop sign for the traffic light to turn green. All other vehicles should request an escort from Security prior to going against the flow of traffic. If the traffic light becomes nonoperational then all traffic will become one-way traveling southbound.

**N. RESTRICTED ACCESS ROADS**

Some service roads at the Safari Park are designated only for certain vehicles. It is a violation to operate a non-approved vehicle on roads restricted for its category.

**O. USE OF WIRELESS PHONES OFF GROUNDS**

This policy applies to use of a wireless phone while driving, including any use of a phone issued by SDZWA and use of a personal phone for business purposes or while driving an SDZWA vehicle.

Employees are required to comply with all state and local laws regarding the use of wireless phones while driving. All employees must use a hands-free device while driving. Whenever possible, employees should not make or receive telephone calls while driving. Employees should let incoming calls go to their voicemail and then find a safe place to pull over and park before initiating a call. Under no circumstances should employees compose or read email or text mail or use a Web browser while driving, or use wireless phones during adverse weather or difficult traffic conditions. SDZWA takes its phone use policy seriously. Any violations of this policy will subject employees to disciplinary action, up to and including termination of employment.

**P. USE OF SAN DIEGO ZOO WILDLIFE ALLIANCE VEHICLES**

SDZWA vehicles may not be used to transport personnel or materials to personal vehicles on or off property without written permission presented to Security and authorized by the department supervisor, unless it is within the course of authorized business. SDZWA staff must be clocked-in to use an SDZWA vehicle. Vehicles cannot be taken home overnight or used for

multiple days unless special permission is granted by the Deputy Director at the Safari Park or the Deputy Director at the Zoo.

SDZWA vehicles shall not be operated by non-SDZWA employees unless a Non-Employee Authorization to Drive form has been submitted and approved by the Director of Risk Management. Please refer to the Risk Management page on the Insider for more information.

**Q. SAFE DRIVING**

The driver must use the vehicle in which it is intended and must follow safe driving practices at all times and at all locations, including on property, on the street or in remote locations (e.g., browse farms). Under no circumstance is “hot rodding,” “donuts” or other irresponsible driving permitted. Instances of irresponsible driving will result in disciplinary action, up to and including termination of employment.

**XVI. NON-MOVING VIOLATIONS**

**A. KEYS/PARKING**

**At the Zoo:**

Keys must not be left in an unattended or parked vehicle (including golf carts). Individual departments will be required to store keys (for trucks, vans, heavy equipment) in key lock boxes in their respective areas or in the vehicle lock box or at an EPS lock box. Vehicles should be locked at the end of the shift. In emergencies, Security may be contacted to locate the driver or provide a back-up key. Keys for golf carts must not be left in an unattended or parked vehicle. Keys should be stored in a locked area (approved by manager) when not in use. Cart keys (only) may be taken home, with manager permission.

**At the Safari Park:**

Keys must not be left in an unattended vehicle, which is accessible by the public. Keys for trucks, vans, heavy equipment may be stored inside the vehicle, which must be parked in a designated, secured area or locked in a vehicle key box or other lock box. Keys for golf carts must not be left in an unattended or parked vehicle. Keys should be stored in a locked area (approved by manager) when not in use. Cart keys (only) may be taken home, with manager permission.

When parking, only authorized parking areas are to be used. In order to prevent storm water pollution, no vehicle shall be parked over a storm drain. Emergency vehicles are the only vehicles permitted to park at a red curb. In addition, vehicles shall be parked out of public view, including contractor/vendor vehicles, during operating hours. Brakes are to be set and transmissions are to be in gear or set in the "park" position as appropriate. Wheel chocks will be used AT ALL TIMES, when available, regardless of the grade on which the vehicle is parked. Wheel chocks must be placed in a manner that prevents the vehicle from rolling. **Exception: Vehicles with air**

**brakes and vehicles inside Safari Park exhibit areas.**

**NOTE: Safari Park shuttles require wheel chocks while parked; and Safari Park Africa Tram tour vehicles require two wheel chocks on the same wheel, one for each direction, while parked or loading/unloading.**

Vehicles must not be parked where exhibits, enclosures, food stands, pedestrian accesses, vehicular accesses, or fire lanes will be blocked.

**1. Safari Park**

Employees may park in designated employee parking areas or as approved by the Deputy Director, Safari Park.

**2. Zoo**

Employees are not permitted to park in areas designated as “media” or “volunteer” parking. Employees are discouraged from parking on any of the surrounding streets. EPS is the preferred area for employee parking. Employees arriving to work or for a meeting at the Zoo prior to 2:30 p.m. are not permitted to park in the Zoo’s main lot or Carousel lot. Please see the full EPS Rules and Guidelines on the Insider.

**B. UNATTENDED VEHICLES**

Operators shall never leave vehicles (including golf carts) unattended with motors running, with the exception of buses and Africa Tram tour vehicles, in restricted loading, unloading, and garage areas. Keys shall be in possession of the driver or stored in the appropriate locked area (see Section XIII. A.).

**C. RENTAL VEHICLES/EQUIPMENT**

Keys shall not be left in rental vehicles/equipment while awaiting pick up from the parking lot or EPS. The internal SDZWA department is responsible for coordinating the pick-up (if applicable, with the contractor) and must leave the keys with Security.

**D. IDLING**

Idling is when an operator leaves the engine running and the vehicle parked. Vehicle idling creates toxic air pollution, contributes to climate change, and wastes fuel. No gasoline or diesel fueled SDZWA vehicles shall be allowed to idle for more than 5 minutes.

***Exceptions:***

1. When it is necessary for the health and safety of an animal during transport;
2. When it is necessary to complete work for which the vehicle was designed (e.g. concrete agitation, or for hydraulic power to a crane or fuel pump);
3. When idling is necessary for servicing, repairing, testing, or maintenance;

4. When idling is required for safe operation of the vehicle, or for verifying that the vehicle is in safe operating condition;
5. When warming a vehicle up to operating temperatures, as specified by the equipment manufacturer; or
6. When queuing, such as when a line of off-road trucks forms to receive materials from an excavator.

**XVII. VEHICLE ACCIDENTS**

Zoo and Safari Park Operators will immediately STOP and report all accidents, no matter how minor, to 1) Security, and, 2) their Supervisor or Lead either in person, on the radio, or by telephone. The Duty Manager will be contacted and will determine the need for a Reasonable Suspicion Test, based on the cause of the incident, any injured parties, and cost of damage.

The department supervisor will also investigate the incident to determine the appropriate corrective action and will complete a Safari Park Vehicle Incident Review form or the Zoo Incident Report form, in conjunction with the respective Security department, which shall be distributed as follows:

	ZOO	SAFARI PARK
1. Deputy Director, Safari Park		X
2. Deputy Director, Zoo	X	
3. Employee’s Supervisor & Department Head	X	X
4. Risk Management Director	X	X
5. Fleet Maintenance Manager	X	X
6. Human Resources Director	X	X

**OFF GROUNDS VEHICLE RENTALS:** Any vehicle accident occurring to a rental vehicle while conducting SDZWA business will require an incident report to be filed with the appropriate Security Department, Zoo, or Safari Park. The report should be filed no later than five (5) days upon return from a trip, unless a police report was filed at the time of the accident. If a police report was filed, the driver must notify the Security Department within 24 hours. The driver should take photos of the damage to the vehicle(s) involved.

**XVIII. HORNS**

The sounding of a horn on any vehicle on SDZWA grounds is strictly prohibited.

**XIX. SEAT BELTS**

Operators will use seat belts on all vehicles when they are provided.

**XX. SMOKING**

There will be no smoking by anyone in any SDZWA vehicle, whether on or off SDZWA property.

**XXI. EXTENDED OFF-GROUNDS TRIPS**

Any vehicle authorized by the Garage for extended off-grounds trips (25 miles or more) shall be inspected by the operator for safety and to ascertain that it is equipped with a usable spare tire, wheel, jack, lug wrench, and seat belts. The operator shall also ensure that the vehicle is equipped with a safety bag containing:

- 1. Wheel chock (1)
- 2. Road reflectors (3)
- 3. Fire extinguisher (1)
- 4. Insurance forms
- 5. First aid kit (1)

The safety bag will be maintained by the department to which the vehicle is assigned, and by the Garage for all other vehicles.

The operator shall also ensure that windshield wipers, headlights, taillights, brake lights, turn signals, and emergency brakes are in good working order.

**XXII. ENFORCEMENT**

**A. RESPONSIBILITY FOR ENFORCEMENT**

The responsibility for enforcing these rules shall lie with the Security Department or with any SDZWA lead, supervisor, or department manager who witnesses a violation. All violation notifications shall be documented on the Incident Report and copies will be distributed to the offender’s manager.

**B. DISCIPLINARY ACTIONS**

Disciplinary action shall be determined by and administered by the head of the department to which the violating employee is assigned. The department head shall become aware of the violation through written notification from the Security Department.

**C. MOVING VIOLATIONS**

Discipline for moving violations shall be administered according to the following guidelines.

All moving violations will result in disciplinary action with the level determined by the severity of the violation and prior performance history. The following steps represent the minimum consequences for violations of rules within a period of one year:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> OFFENSE | Documented, verbal warning                             |
| 2 <sup>nd</sup> OFFENSE | Documented, written warning                            |
| 3 <sup>rd</sup> OFFENSE | 1. Final, written warning                              |
|                         | 2. One day suspension without pay                      |
| 4 <sup>th</sup> OFFENSE | 1. Possible termination                                |
|                         | 2. Suspension of driving privileges for up to one year |

**NOTE:**

These are guidelines for consistency. SDZWA may, at its discretion, deviate from these steps at any time it determines it is appropriate. Immediate termination may be imposed for severe violations. Such violations may include, but are not limited to: actions likely to result in bodily injury and that demonstrate a negligent disregard for the safety of others.

**D. NON-MOVING VIOLATIONS**

Equipment/parking violations shall be enforced in accordance with standard disciplinary policy.

**XXIII. PRIVATE VEHICLES**

**A. WHO MAY ENTER SAN DIEGO ZOO WILDLIFE ALLIANCE PROPERTY**

Outside contractors or their employees operating company vehicles will be authorized to enter SDZWA grounds only to the extent necessary to accomplish the work for which they have been contracted.

**B. VEHICLE IDENTIFICATION**

All vehicles belonging to contractors or suppliers entering SDZWA grounds must be identified by numbered vendor signs provided by Security. Proof of insurance must be provided to entry gate personnel prior to entry, except in cases wherein the vehicle belongs to a contractor whose company name appears on the list of authorized vehicles.

**C. VEHICLE SIGNS**

Identifying signs shall consist of letters in sharp contrast to the background and shall be of such size, shape, and color as to be readily legible during the daylight hours from a distance of 50 feet.

**D. AUTHORIZATION FOR VEHICLE ENTRY**

All vehicles, other than those owned by SDZWA and those entering for emergency purposes (ambulance, fire trucks, etc.), must be authorized, in advance, by a supervisor or manager.

**E. OPERATORS MUST KNOW THE RULES**

The operators of all vehicles, including privately owned and company-owned vehicles, will be responsible for making themselves familiar with and obeying all SDZWA regulations.

**At the Zoo:** During business hours while guests are on grounds, contractors and vendors should be escorted by SDZWA staff (with a hand-held radio) to ensure safety and communication with other departments when necessary.



**At the Safari Park:** During business hours, while guests are on grounds, new contractors must be escorted and “Safari Park experienced” contractors must check in with Security to obtain permission to drive to the work site. All contractor vehicles must have the company name clearly identified on the vehicles. Contractor vehicles without such identification are issued magnetic numbered placards to be displayed on the vehicle’s doors.

**F. PERSONAL BICYCLES**

Personal bicycles may be brought on grounds, but must be locked or stored in any designated space approved by Security or Risk Management. Bicycles are not to be parked in any SDZWA building. Personal bicycles may be pushed on grounds, but may not be ridden.

**NOTE:** SDZWA will not be responsible for the damage or theft of personal bicycles brought on grounds.

**G. PERSONS SUBJECT TO RULES**

All vehicles, including those of outside contractors and vendors, are subject to the rules governing SDZWA vehicles, with the exception of those rules concerning mechanical vehicle inspection.

Those rules to which outside contractors and vendors shall be subject to include, but shall not be limited to:

1. Speed
2. Pedestrians
3. Passing
4. Passengers
5. Loading
6. Towing
7. Coasting
8. Backing
9. One-way traffic
10. Parking
11. Unattended vehicles
12. Idling
13. Horns
14. Stop signs
15. Cell phone use
16. Equipment safety
17. Company identification/signs
18. Provide evidence of insurance to SDZWA

**H. VEHICLE CODE COMPLIANCE (PRIVATE VEHICLES)**

All privately-owned vehicles and drivers will be responsible for full and complete compliance with California Vehicle Code rules and regulations. All privately-owned vehicles and drivers will be required to meet minimum SDZWA insurance requirements.

## XXIV.

### PROTOCOLS FOR DRIVING ON ZOO AND SAFARI PARK GROUNDS

To ensure the safety of our guests and staff and to provide an enjoyable park-like environment for our guests, vehicular traffic (including carts) on Zoo and Safari Park grounds must be thoughtfully controlled and kept to a minimum.

**At the Zoo:** In the morning, vehicles may be on grounds (public areas visible to guests) until 30 minutes prior to opening (typically 8:30 a.m.). Vehicles may be on grounds after the Zoo closes (when the exit gate closes and guests are off grounds—typically 30-60 minutes after Zoo closing time). No vehicle (or pedestrian) traffic of any type should cross the front plaza between 8:50-9:00 a.m. during the opening ceremony. This is required for the ceremony to take place.

During guest operating hours, only those vehicles that are listed as exceptions should travel on the designated public pathways. Exceptions include: Caravan Safari, Cart Safari, Behind-the-Scenes Safari, Ultimate Safari, the Guided Bus Tour, Accessible Shuttle, Accessible Cart, Kangaroo Bus, Security/Ranger Vehicles, Character Cart, Discovery Tour Cart, Inside Look Cart, Animals In Action, EVEs, and donor cart tours, essential animal care activities (including browse deliveries) that cannot be done without vehicle use during the early or late hours, food service “hot shot” deliveries, needed repairs, emergency repairs, catering events, Duty/Retail Manager cart for guest issues, and medical and emergency vehicles which may operate during operating hours, but must use extreme caution. Drivers must obey all posted signs and keys must be removed from vehicles while parked in public access areas during guest operating hours.

Guest occupied vehicles shall have the right-of-way, unless directed otherwise by Security due to an emergency. In addition, large guest-occupied vehicles, such as buses, take priority due to limited maneuverability.

San Diego Zoo Wildlife Alliance appreciates your cooperation in making the Zoo and the Safari Park a safe and fun place to visit for our guests.

## XXV.

### ALTERNATIVE ROUTES

When a vehicle is required for animal care activities, animal presentation activities, or essential facility or urgent repair during the day, please avoid driving on Front Street and use the access roads: EO Service Road, Highlands Road, Old Globe Way, and EPS Access Roads. For your convenience, some alternate routes are listed below.

Alternate routes for street legal cars and trucks only:

1. To the Outside/Front of the Zoo: Exit the Richmond Street gate and proceed right on Richmond Street; right on Upas Street; right on Park Boulevard; right on Zoo Drive.
2. To the Dickinson Center: Exit the Richmond Street gate and proceed right on Richmond Street; right on Upas Street; right on Park Boulevard; right on Zoo Place.

Alternate routes for non-street legal motorized carts only:

1. To the Outside Front of the Zoo: Exit the Public Service gate; right on Zoo Drive\*
2. To the Dickinson Center: Exit the Public Service gate; right on Zoo Drive; right at the south parking lot entry/exit; immediate right on Zoo Place\*\*

\*Note: A left turn onto Zoo Drive is outside the authorized SDZ property area and is illegal for non-street legal vehicles.

\*\* Note: A left turn onto Zoo Place is outside the authorized SDZWA property area and is illegal for non-street legal vehicles.

Use caution to minimize interference with valet parking on Zoo Place. Drivers who cannot use the designated areas must travel another acceptable path of vehicle travel or walk.

## **XXVI. VEHICLE USE**

Non-street legal vehicles should never be taken outside the Zoo perimeter fence during periods of semi-darkness, darkness, or inclement weather where the vehicle may not be fully visible to other vehicle drivers.

Street legal cars and trucks can travel on the roadways outside the perimeter fence of the Zoo facility. Non-street legal motorized carts, on the other hand, should only be used on SDZWA property. SDZWA property includes the areas inside the Zoo perimeter fence as well as the Main Parking lot, EPS and portions of Zoo Drive and Zoo Place.

## **XXVII. EMERGENCIES**

Should you need to cross the Front Plaza for an emergency, please alert Security for the necessary authorization. Please state your name, your department, and a brief description of the reason you must travel through the area. Security will give approval and maintain a record of all crossings for periodic follow up evaluations. Richmond Gate should contact Security in cases of vehicles needing to gain entrance.

## **XXVIII. ANIMAL MOVES**

Animal transports when made during Zoo operating hours should use the quickest and safest route. The department moving the animal should alert Security.

## **XXIX. DELIVERIES**

Please have deliveries and pick-ups to restaurants, offices, merchandise shops, etc. scheduled BEFORE or AFTER Zoo operating hours. No deliveries are permitted at the Zoo's Richmond Gate prior to 6 a.m. Exceptions must be approved by the Deputy Director.

## **XXX. EVENTS**

Please make note of public and private events, and do not have traffic in these areas (including early morning and after-hours events).

**XXXI. RONDAVEL**

As a reminder, please do not park any vehicles or use the Rondavel Driveway as a drop off location during operating hours unless pre-arranged or for emergency use. Any vehicle parked here must have a sign indicating they are approved for parking.

**XXXII. CHILDREN'S ZOO CONSTRUCTION**

There will be construction escorts in and out of Children's Zoo during the course of this project. This includes escorts of deliveries to the construction sites. Only utility trucks of construction personnel will be allowed on grounds, no personal vehicles.

**XXXIII. CONVENIENCE**

Vehicles should not be used for the convenience of moving staff from place to place during Zoo operating hours. Exception: vehicles moving staff to/from EPS by way of alternative routes (not crossing Flamingo Plaza).

**XXXIV. RESTRICTED AREAS**

Vehicles are not allowed on Bashor Bridge or the concrete portions of Flamingo Plaza at any time.