

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES**



POLICY	
Department on Disability Services	Subject: <i>Alternate Transportation Options/ Segways</i>
Responsible Program or Office: Support Services Division, Department on Disability Services (DDS)	Policy Number: 2017-DDS-POL-003
Date of Approval by the Director: October 11, 2017	Number of Pages: 4
Effective Date: October 12, 2017	Expiration Date, if any: N/A
Supersedes Policy Dated: N/A	
Cross References: DDS Employee Local Travel Policy	

1. PURPOSE:

The purpose of this policy is to establish uniform guidelines, procedures and standards related to the use of Segways for immediate vicinity local travel by the employees of the Department on Disability Services (DDS).

2. APPLICABILITY:

This policy applies to all DDS employees.

3. AUTHORITY:

The authority for this policy is established in the Department on Disability Services as set forth in D.C. Law 16-264, the “ Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*). In addition, the District of Columbia Government Travel Card Program is administered by the D.C. Office of Contracting and Procurement (OCP) in accordance with OCP Policy No. 9001.03 dated November 7, 2007, and the District of Columbia Procurement Practices Act of 1985, effective February 21, 1986 (D.C. Law 6-85; D.C. Official Code § 2-301.01 *et seq.*), as amended by the Procurement Reform Amendment Act of 1996, effective April 9, 1997 (D.C. Law 11-259; D.C. Official Code § 2-301.01 *et seq.*).

4. DEFINITIONS:

Immediate Vicinity Local Travel: Travel within a five (5) mile radius of the DDS main office at 250 E Street, S.W., Washington, D.C. 20024.

Segway: A two-wheeled, self-balancing, battery-powered electric vehicle used for personal transportation.

Bike Lane: A lane marked and designated on a D.C. roadway for the use of bicycles and other smaller vehicles, including Segways.

Helmet: For this purpose, a helmet is defined as a hard, padded, protective hat that includes an adjustable chin strap and is specifically designed for wear when the user is on a bicycle, scooter, or Segway.

5. POLICY

It is the policy of DDS to ensure that when employees must engage in immediate vicinity local travel in the performance of their official duties, they are provided with options to utilize alternate modes of travel to achieve the most efficient, cost-effective and environmentally-positive mode of travel.

6. RESPONSIBILITY

The responsibility for this policy is vested in the Director, Department on Disability Services, and the implementation of this policy is the responsibility of the Supervisor, Support Services Division.

7. STANDARDS

- A. Use of any alternate transportation option is voluntary.
- B. DDS only permits the use of Segways for immediate vicinity local travel necessary in the course of DDS business.
- C. Segway use is allowed only within the District of Columbia. It is prohibited on any roadway with more than three lanes in any one direction or a speed limit greater than 35 miles per hour.
- D. Alternate transportation options currently are limited to the agency-owned Segways.
- E. DDS prohibits the use of Segways in any building.
- F. Segways are prohibited on the Metrorail.

- G. Segways should be operated in the designated bike lanes when available on D.C. streets.
- H. Segways are prohibited from use on sidewalks.
- I. DDS employees riding a Segway are responsible for following all applicable traffic safety laws as well as procedures outlined in the Segway operating course.
- J. DDS employees wishing to use a Segway must request supervisor approval for travel. Supervisors must approve all travel including mode.
- K. DDS employees electing to use a Segway are required to wear a helmet at all times. DDS will provide helmets for Segway users or employees may provide their own helmet.
- L. DDS employees are prohibited from operating the Segway while using headphones or cell phones for any purpose.
- M. DDS employees must successfully complete a Segway operating course before requesting to use a Segway. Segway operating courses are available through DDS or an employee can provide proof of completing a Segway operating course outside of DDS. Proof must be in the form of a certificate of completion from an authorized Segway dealer, Segway leasing company or Segway tour company.
- N. DDS reserves the right to deny use of the Segway to an employee who cannot demonstrate safe and proper operation of the vehicle.

8. PROCEDURES

- A. The DDS employee's immediate supervisor is responsible for approving the mode of travel for all local travel. Supervisors will consider employee travel requests following the established order for cost effectiveness and efficiency.
- B. DDS has two Segways available for employee use in the immediate vicinity of the DDS main building. Segways must be reserved in advance by contacting the Support Services Supervisor or designee. Written (email) confirmation of the reservation will be provided. Segways are available on a first-come, first-served basis.
- C. A helmet must be worn at all times when using a Segway. Helmets and elbow pads are available from Support Services Division or employees may wear their own helmet.
- D. DDS employees are responsible for securing the Segway at their destination. DDS provides a cable lock with the Segway when it is signed out.

- E. Each Segway has a carry pouch for transporting materials and employees are responsible for emptying the carry pouch when parking the Segway for any period of time.
- F. DDS employees must keep the key fob in their possession at all times until the Segway is returned to Support Services Division.
- G. DDS employees using the Segway must exit and return the Segway through the loading dock. The Segway cannot be brought in through the building main doors.
- H. DDS employees are responsible for returning the Segway and safety equipment to the Support Services Division mail room immediately upon return but no later than 4:45 p.m. on the day of the use.
- I. DDS employees must complete an incident report and advise the Support Services Supervisor by the end of the day regarding any damage or incident that occurs while riding the Segway.
- J. DDS employees who sign out the Segway are responsible for the equipment including the safety equipment and are not allowed to assign the Segway to any other person or to allow another person to ride the Segway.
- K. DDS employees shall not have any passengers on the Segway or transport any materials or equipment that cannot be contained in the Segway carry pouch.
- L. DDS employees demonstrating unsafe behavior while using a Segway may be banned from use of the Segways.



Andrew P. Reese, Director

10/11/2017

Date