
UCLA Policy 605: Employee Safety Helmets

Issuing Officer: Administrative Vice Chancellor

Responsible Department: Transportation

Effective Date: September 20, 2023

Supersedes: New

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I. PURPOSE & SCOPE

Personal Mobility Devices provide a sustainable transportation alternative to driving a vehicle, and although the California Vehicle Code does not mandate helmets for adults (i.e., individuals at least 18 years of age) while riding a Personal Mobility Device, studies have demonstrated that wearing a Safety Helmet protects against head trauma and dramatically reduces the severity of injury should a crash occur.

This Policy outlines the requirements if using a Personal Mobility Device during paid University time. As outlined in the [UC Hoverboard Policy](#), hoverboards are not permitted on University Property.

This Policy applies to all UCLA employees, including academic personnel, staff, and student employees, when using a Personal Mobility Device during paid University time, and is applicable while on University business travel.

II. DEFINITIONS

For the purposes of this Policy:

Safety Helmet is protective headgear that meets certification standards established by the United States Consumer Product Safety Commission (CPSC).

Personal Mobility Device refers to wheeled devices meant for transportation that includes but are not limited to bicycles, scooters, and skateboards, that may be electric-, battery-, or manually powered. This does not include wheelchairs or other mobility devices designed primarily for use by an individual with a mobility disability that are utilized for the main purpose of movement.

University Property refers to a) all University property operated as part of the UCLA campus, including campus buildings, private residential facilities, structures and facilities, parking structures and surface lots, and grounds areas; and b) all off-campus University owned or leased property or facilities operated by UCLA staff or faculty in support of UCLA administrative, teaching, research, medical care, or other public service functions or private residential facilities for UCLA students, faculty and staff.

III. POLICY STATEMENT

All UCLA employees are required to wear a CPSC-approved Safety Helmet when using a Personal Mobility Device during paid University time. Employees covered by this Policy are required to follow California Vehicle Code provisions at all times.

A UCLA employee's department reserves the right to restrict the use or prohibit the use of a specific type of or all Personal Mobility Devices by a UCLA employee during University paid time.

A UCLA employee that has approval from their department to use a Personal Mobility Device during University paid time and prior to such use, is required to complete the Safe Use of E-Vehicles Course developed by Transportation and offered via [UCLA's Learning Management System \(LMS\)](#). Additionally, employees are highly encouraged to take a MicroMobility Safety Course offered by UCLA Insurance & Risk Management prior to using a Personal Mobility Device.

Safety Helmets will be available at no cost to UCLA employees. Once the employee completes the required training and if the employee needs a Safety Helmet, their department will generate a low value order (LVO) for the employee to present at the UCLA Store at Ackerman Union to receive a Safety Helmet at no cost to the employee and the department will be recharged for the Safety Helmet.

Consistent with campus safety policies, non-compliance with this Policy may be subject to disciplinary action in accordance with, but not limited to, Academic Personnel Manual for academic personnel, [UC Personnel Policies for Staff Members](#) or the applicable [UC Collective Bargaining Agreement](#). Incidences of non-compliance for Safety Helmet usage may be reported to the UC Whistleblower Hotline at (800) 403-4744.

IV. REFERENCES

- [UCLA Policy 811: Environment, Health, and Safety](#)
- [UCLA Bike Safety, Regulations and Resources](#)
- [UC Personnel Policies for Staff Members](#)
- [UC Collective Bargaining Agreements](#)
- [California Vehicle Code §21212](#)
- [The United States Consumer Product Safety Commission Final Rule 16 CFR Part 1203, Final Safety Standard for Bicycle Helmets](#)
- [E-scooter related injuries: Using natural language processing to rapidly search 36 million medical notes](#)
- [Bicycle injuries and helmet use: a systematic review and meta-analysis](#)

Issuing Officer

/s/ Michael J. Beck

Administrative Vice Chancellor

Questions concerning this policy or procedure should be referred to
the Responsible Department listed at the top of this document.
