

Safety & Risk Management Policies and Procedures

Title: Golf Cart Safety Policy

Date: August 2013

Goals:

To provide procedures so that University owned, personally owned or contractor-owned golf cart-type vehicles are operated in a safe manner to prevent injuries to personnel and property.

Policy: Department Heads should ensure that this policy is reviewed by all potential cart operators, supervisors are responsible to administer the components of this cart policy, monitor cart behavior and ensure safe behaviors.

Student owned/leased cart operators must be pre-approved by Student Life/Dean of Students as well as review a copy of this policy. Departments operating golf carts need to notify the Business Office to add their cart to the asset inventory list and should have a unique ID# (sticker placed on cart).

Procedure:

General Operation:

- Vehicles shall **not** be operated in a manner that may endanger drivers, passengers or other individuals (pedestrians), or harm University property. Dialing and/or texting on mobile phones or manipulating other devices is prohibited while operating a golf cart.
- Golf cart operators (drivers) should be limited to employees (including student employees), and approved students for medical reasons. Passengers may include contractors being shuttled by employees, guests being shuttled for University Events, students being shuttled by Campus Police. Family members/children should not be allowed to ride in carts.

Passenger Limit/Load Capacity:

- Do not exceed the passenger limit, manufacturer's seating designation, seating capacity, or load capacity designated by the vehicle's manufacturer.

Parking:

- Do not block any access or egress (natural flow of traffic) to entrance areas to buildings, stairways, disability ramps, or main thoroughfares.
- Park carts in a single row so they do not block or interfere with the normal flow and path of pedestrians or other carts.
- Departments should ensure their golf carts are properly secured within locked fenced areas and/or the steering wheel is locked and chained to prevent theft. Placing a bike cable through the steering wheel and seat handle can prevent steering the cart in the event of a hotwire theft.

Driving Rules:

- Pedestrians have the right of way. Cart operators must reduce speed on walkways when pedestrians are present and space is limited. Maintain safe distance between golf cart and pedestrian. Drive on right side of sidewalks/paths similar to street driving rules.

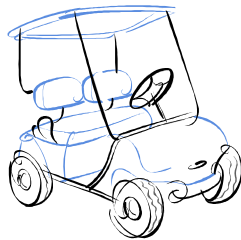
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- Carts should not be operated on streets unless to carefully cross over at designated areas – such as Southwestern Blvd to cross Maple Street to access Moses Field.

- If driving on streets is necessary, follow all vehicle safe driving rules. Stop at stop signs.
- When walkways are crowded (between classes), golf cart operators must either stop, proceed around pedestrians at a very slow pace, or if ground conditions are dry may temporarily proceed around a group of pedestrians on the turf/grass.
- All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
- All equipment or materials should be properly secured and tied down to prevent movement, injuries or property damage. Keep tie-down straps in all carts to facilitate use.
- Never back up without making sure there is no person or obstructions behind the cart.
- Reduce speed to compensate for inclines, corners, bumps/rough terrain, pedestrians, and especially on wet/icy conditions. In particular, reduce speed when entering Physical Plant yard due to increased vehicle and pedestrian activities.
- Avoid abrupt stops (skidding), high speed turns and any form of horseplay.
- Avoid driving over sprinkler heads, drain covers and avoid turf (grass) during wet conditions.
- Do not jump curbs or other obstacles that may damage the cart.
- Do not drive on or cross University Avenue (Rt29) with carts.
- Be certain to set the brake whenever stopping and leaving the cart.
- Drivers and passengers must remain seated whenever the vehicle is moving. Do not stand on or ride on the bumpers, fenders or club storage area. Drivers should stop cart when looking or scanning beyond a 90-degree field of vision (stop before turning your head to view something behind you – 180 degrees).

Enforcement:

- Golf cart operators violating these procedures may be prohibited from operating a golf cart by their Department Head.



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Date:

Approved (signature and date):

Supervisor _____

Director of Physical Plant _____

AVP for Facilities _____

Vice President for Fiscal Affairs If needed _____

Copy:

All supervisors _____

Related crafts _____

Department Heads _____

VP's _____

President _____