



**Office of the President
University Policy**

SUBJECT: Golf Carts and Utility Vehicles	Effective Date: 2-27-24	Policy Number: 4.1.6	
	Supersedes: 8-3-10	Page 1	Of 5
	Responsible Authorities: Vice President, Administrative Affairs Director, Environmental Health and Safety		

APPLICABILITY:

This policy applies to the operation, storage and maintenance of all golf cart/utility vehicles operated in support of FAU sponsored activities on or off FAU property.

DEFINITIONS:

Golf Cart: A self-propelled vehicle that is designed to transport persons playing golf and their equipment on a golf course. Golf Carts that have been modified for multi-passenger use or configured to carry equipment, packages, or other materials will be included in this definition.

Utility Vehicle: A motor vehicle that is (i) designed for off road use; (ii) powered by an engine of no more than 25 horsepower, and (iii) used for general maintenance, security, agricultural or horticultural purposes.

Operator: An FAU employee or registered volunteer who drives an FAU-owned golf cart/utility vehicle or a vendor/service provider driving their company-owned golf cart/utility vehicle for an FAU-sponsored purpose.

POLICY STATEMENT:

The University desires to ensure that all golf carts/utility vehicles are operated safely on University property in order to reduce accidents, incidents, and injuries related to the operation of golf carts/utility vehicles. Golf carts/utility vehicles shall be operated in accordance with the requirements of the "Related Documents and Forms" listed below, which are incorporated by reference into this policy.

A. Authorization and Use

All golf carts/utility vehicles shall be operated for official university business only.

Only qualified operators are permitted to operate golfcarts/utility vehicles at FAU. Qualified operators must meet the following, at a minimum:

1. Meets the definition of an operator.
2. Golf cart/utility vehicle drivers must hold a valid driver's license.
3. Operators of golf carts and utility vehicles must complete the approved Golf Cart/Utility Vehicle Training offered through Environmental Health & Safety. Training is required prior to initial operation of a golf cart.

Students or visitors riding on golf carts/utility vehicles for personal transportation, other than by the "Night Owls" student escort organization, is prohibited on campus.

B. Vehicle Safety Requirements and Registration

All golf carts/utility vehicles will be registered with EH&S, prior to use. Golf carts/utility vehicles will display the standardized assigned registration designation and department name conspicuously labeled on the front of the cart/vehicle.

At a minimum, all golf carts/utility vehicles must be equipped with seatbelts, headlights, taillights, and turn signals. Golfcarts not equipped with seatbelts will be required to have seatbelts installed within 6 months of the effective date of this policy.

All golf carts/utility vehicles operated on campus streets must have a rearview mirror and a slow-moving vehicle placard.

C. Operation

All operators must adhere to the FAU golf cart/utility vehicle operating procedures referenced in this policy.

Golf carts/utility vehicles shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times. Under no circumstances may a golf cart/utility vehicle force a pedestrian off of a sidewalk. Golf cart/utility vehicles should never exceed the speed of the pedestrians when driving on a sidewalk. Golf carts/utility vehicles shall also afford the right-of-way to those who may be skating, skateboarding, bicycling, or those in wheelchairs or mobility assistance devices.

Except in emergencies, golf carts and utility vehicles may be operated only on roadways and sidewalks at least 6 feet wide.

Operation of golf carts and utility vehicles on walking pathways in densely populated areas (such as during events or areas of heavy foot traffic) must be avoided.

Operators shall not circumvent barriers or bollards placed with the intent to deny access to vehicular or golf cart traffic.

Golf carts/utility vehicles shall be operated or parked only on hard surfaces unless the vehicle is specifically designed for and used for grounds maintenance or unless yielding the right of way.

Golf carts/utility vehicles shall not be driven through covered walkways (such as the Breezeway and Building 55 – Boca Raton Campus) *except* under the following circumstances:

- Emergencies, medical, police or safety.
- In order to provide maintenance service at a location in a specific building to which equipment and supplies, but not people, are being transported to the work site. The golf cart/utility vehicle must be moved immediately off the covered walkway after the delivery/pickup.
- To cross a covered walkway using a route perpendicular to the covered walkway.

Operators are prohibited from operating a golf cart until all persons onboard the golf cart have their seatbelt appropriately fastened.

Operators shall not permit anyone to ride in a golf cart without full compliance with this policy.

All golf carts/utility vehicles on FAU property must be maintained in safe working order in compliance with this policy.

D. Inspection, Maintenance and Disposition

Each golf cart/utility vehicle shall be inspected annually by qualified personnel regarding safety components, and mechanical, electrical and other physical elements to ensure proper functioning. Golf carts/utility vehicles shall not be operated if any inspection item fails, until such time as the inspection item has been repaired.

Departments must keep inspection and maintenance records for their golf carts/utility vehicles for 3 years or until they no longer own the cart/vehicle.

Golf carts/utility vehicles must be maintained in proper working order. Those found to be unsafe to operate are subject to impoundment until they are properly repaired.

Out of service golf carts/utility vehicles must be brought into working order, under repair, or submitted to property for disposition within 60 days of going out of service.

E. Enforcement

Equipment violations of this policy may result in confiscation and impoundment of the golf cart/utility vehicle at the department's expense.

Operator violations of this policy may result in disciplinary action up to and including termination or expulsion in accordance with applicable university and Florida Board of Governors regulations and/or collective bargaining agreements. Such disciplinary actions may also include reprimand, suspension or other sanctions. Violations of this policy by visitors, contractors, guests and other

third parties may be grounds for terminating or suspending their access to and/or use of university property.

RESPONSIBILITIES:

Deans, Directors, and Department Heads

1. Responsible for ensuring that golf carts/utility vehicles are purchased (including leases and rentals), transferred, donated or gifted, operated, and maintained in accordance with this policy.
2. Must coordinate with and receive appropriate approvals for the purchase, donation, gifting, or transfer of golf carts/utility vehicles.
3. Must contact EH&S to register and Property Management to record any new (purchased, donated or gifted) or transferred golf cart or utility vehicle upon receipt and prior to use.
4. Responsible for utilizing approved parking locations and charging stations for golf carts/utility vehicles.
5. Must ensure that their carts/utility vehicles are inspected once per year by Facilities Management. Documentation of inspections must be kept by the Department for the life of the vehicle. If a golf cart/utility vehicle is transferred between departments, the records must accompany the golf cart/utility vehicle and must be registered to the new department.
6. Must immediately remove from service any golf cart/utility vehicle that is unsafe to operate until it has been repaired.
7. Must ensure all operators are qualified and have received appropriate training.
8. Responsible for any costs associated with the golf cart/utility vehicle, to include, but not limited to, purchase, transfer, registration, operation, storage/parking, inspection, maintenance and repair. Departments are responsible for all costs associated with establishing appropriate parking locations and charging stations for golf carts/utility vehicles. Installation of charging stations must be coordinated through Facilities Management.
9. Responsible for ensuring vendor and contracted service provider compliance with this policy.

Office of Environmental Health and Safety

1. Maintains oversight and enforcement of the policy.
2. Maintains approval process for proposed golf cart and utility cart purchases.
3. Maintains registration process of golf carts/utility vehicles.

Golf Cart/Utility Vehicle Operators:

1. During all golfcart operations involving the transportation of any passengers, the operator is responsible for the safe operation of the golf cart and the safety of all passengers.

Facilities Management

1. Reviews for facilities and infrastructure impacts and approves charging and storage areas.
2. Manages projects for approved parking and charging areas.
3. Oversees maintenance/repair activities on FAU-owned golf carts/utility vehicles.
4. Conducts annual inspections on FAU-owned golf-carts/utility vehicles.
5. Conducts and maintains short-term impoundment of golf carts with suspended use.
6. Coordinates disposition of FAU-owned golf carts/utility vehicles.

Vendors and Contracted Service Providers

1. Must ensure that their carts/utility vehicles are inspected by qualified persons once per year. Documentation of inspections must be kept for the life of the vehicle or the duration of operation on FAU property.
2. Responsible for any costs associated with the golf cart/utility vehicle, to include, but not limited to, registration, operation, storage/parking, inspection, maintenance and repair. Also responsible for all costs associated with establishing appropriate parking locations and charging stations for golf carts/utility vehicles. Installation of charging stations must be coordinated through Facilities Management.

PROCEDURES:

Vehicle Purchase/Transfer/Donation/Gift

1. Departments must obtain appropriate approvals in order to obtain, that is prior to obtaining, a new, donated, gifted or transferred golf cart or utility vehicle.
2. A detailed justification for the action and an approved parking/charging area are required for approval consideration.

Qualified Drivers Prior to Operation:

1. Provide a valid drivers' license for inspection to their Department Head or Supervisor.
2. Successfully complete EH&S Golf Cart/Utility Vehicle Training.

Inspections, Maintenance, and Disposition:

Departments will request annual inspections as follows:

- a. Request, by the department, through the University's work order system for management by Facilities Management.

Departments will request maintenance and repairs through University's work order system for management by Facilities.

Disposition:

- a. Departments are to contact Facilities Management regarding disposition of FAU-owned golf carts/utility vehicles.
- b. Facilities Management will coordinate the disposition of golf carts/utility vehicles with Property Management.

RELATED INFORMATION:

- (1) Golf Cart and Utility Vehicles Safety Information: <https://www.fau.edu/ehs/golfcarts/>
- (2) FAU Golf Cart/Utility Vehicle Operating Procedures
- (3) Golf Cart/Utility Vehicle Purchase/Transfer Approval
- (4) Facilities Approved Vendors List for Golf Cart/Utility Vehicle Maintenance/Repair
- (5) Procurement Policies

INITIATING AUTHORITY: Director, Environmental Health and Safety

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 4.1.6

Initiating Authority

Signature: _____ Date: _____
Name: Wendy Ash Graves

Initiating Authority Division

Signature: _____ Date: _____
Name: Dr. Stacy Volnick

*Policies and Procedures
Review Committee Chair*

Signature: _____ Date: _____
Name: Elizabeth Rubin

President

Signature: _____ Date: _____
Name: Dr. Stacy Volnick

Executed signature pages are available in the Office of Compliance