



Environmental Health & Safety Policy & Procedure #14

TITLE	UNIVERSITY GOLF CART SERVICE VEHICLE SAFETY POLICY
OBJECTIVE AND PURPOSE	To establish a policy for the safe use and operation of golf carts/service vehicles on all FAU campuses.
DEFINITION	A golf cart/service vehicle is any low speed vehicle which is owned, leased or operated on university premises, by University employees, volunteers, contractors, vendors or agents, and students, regardless of size or energy source.
AUTHORITY	The Florida Department of Highway Safety and Motor Vehicles and FAU restrict golf carts/low speed vehicles for use on facility premises only.
SCOPE	<ul style="list-style-type: none"> ◆ Any person who accepts the privilege of operating a golf cart/service vehicle on University premises is deemed, by so doing, to have the knowledge, training and skill to safely operate their vehicle and shall be fully accountable for their actions and the consequences thereof. ◆ Golf carts/service vehicles shall be operated in accordance with the requirements of the attached documents, which are by reference incorporated into this Policy.
RESPONSIBILITY	<u>ACTION</u>
EH&S	<ul style="list-style-type: none"> ◆ Shall administer the Golf Cart/Service Vehicle Safety Program and arrange or provide the necessary training.
UNIVERSITY POLICE/TRAFFIC & PARKING	<ul style="list-style-type: none"> ◆ Shall police the parking and operation of low speed vehicles. ◆ Shall impound, if necessary, golf cart/service vehicles violating the provisions of the University Golf Cart/Service Vehicle Safety Procedures (<i>Attachment "A"</i>). The vehicle will remain impounded until such time the owner complies with all applicable requirements. ◆ Shall provide or assist in providing the training program.
DEANS, DIRECTORS, DEPARTMENT HEADS, AND SUPERVISORS	<ul style="list-style-type: none"> ◆ Shall register the cart with the University Police and affix the registration decal. ◆ Shall assure that all golf carts/service vehicles and operators, within their department, comply with the University Golf Cart Service Vehicle Safety Policy. ◆ Shall assure that each golf cart/service vehicle owned, leased, or operated by their department which is used on University premises is scheduled for, and receives semi-annual preventative maintenance services at Grounds and Transportation or other approved service facility. Preventive maintenance services shall include verification of the presence and proper operation of various safety features and, adjustment of the setting for "speed governors," as may be appropriate.

Issued By: Zabel	Date Issued: 10/2002	Date Revised: 2/2003	Effective Date: 10/2002
APPROVED:	Vice President	Associate V.P.	Director

- ◆ Shall assure that completed Policy Acknowledgement Form (**Attachment “B”**) is maintained on record within their department for a minimum of three calendar years.
- ◆ Shall assure that each individual who has been assigned to operate golf carts/service vehicles or who would reasonably be expected to operate said vehicles within the course and scope of their employment or service to the University complies with the following:
 - a) Receives training prior to operating a golf cart/service vehicle.
 - b) Receives periodic evaluation, counseling and training as may be appropriate to correct non-compliance with the Policy.
 - c) Completes and signs the Vehicle Information Form (**Attachment “C”**) when purchasing a golf cart/service vehicle.

GROUNDS & TRANSPORTATION

- ◆ Shall assist in the maintenance of a list of all low speed vehicles, users and owners, and should notify and schedule required maintenance.
- ◆ Shall perform, if requested, at least semi-annual maintenance of all low speed vehicles at the owners expense.
- ◆ Shall remove from service, if necessary, any vehicle deemed unsafe, until such time the user/owner arranges for repairs.

OPERATORS

- ◆ Shall be knowledgeable regarding the requirements of the University Golf Cart/Service Vehicle Safety Policy and Procedures (**Attachment “A”**).
- ◆ Shall acknowledge responsibility and accountability for compliance with the Policy by completing the Policy Acknowledgement Form (**Attachment “B”**).
- ◆ Shall attend safety training as required within 180days from the effective date listed on page 1, and follow all procedures.

DIRECTOR OF PURCHASING

- ◆ Shall assure that all requisitions for the purchase of golf carts/service vehicles are accompanied by an appropriately completed Vehicle Information Form (**Attachment “C”**).
- ◆ Shall assure that all purchases of low speed vehicles are equipped with the appropriate safety features.

ATTACHMENTS

- ◆ **University Golf Cart/Service Vehicle Safety Procedures – Attachment “A”**
- ◆ **Golf Cart/Service Vehicle Safety Policy Acknowledgement Form – Attachment “B”**
- ◆ **Golf Cart/Service Vehicle Information Form –Attachment “C”**
- ◆ **Golf Cart/Service Vehicle Safety Rules – Attachment “D”**

SAFETY PROCEDURES

1. Golf carts/service 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. Pedestrians as defined in this document, refer to: persons walking, jogging, inline skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.

2. Golf carts/service vehicles shall be operated in accordance with the following specific rules:

- Golf carts/service vehicles shall not be parked within 20 feet of the entrance or exit of any building, except at loading docks.
- All occupants in the vehicle shall keep hands, arms, legs and feet within the confines of the vehicle while it is in motion.
- Operators shall stop golf carts/service vehicles at all blind intersections and sound their horns before proceeding.
- Operators should avoid all walkways less than six feet wide. The recommended speed on walkways is 5 mph and in a congested area, the speed should be no faster than pedestrians walking in the same area.
- Special care shall be taken while driving golf carts/service vehicles through parking lots and on walkways. Golf carts shall not be operated at speeds in excess of 10 miles per hour in these areas.
- Golf carts/service vehicles should operate or park only on hard surfaces unless the vehicle is specifically designed for and used for grounds maintenance.
- Golf carts shall not be driven through covered walkways (breezeway) except under the following circumstances:
 - a) Emergencies, medical, police or safety.
 - b) 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.

3. Golf carts shall be parked and/or operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.

4. Supervisors shall assure that each employee within their department, who is authorized to operate golf carts/service vehicle, is appropriately advised of all the requirements of the University Policy and these procedures.

5. Supervisors shall obtain, and maintain on file, a statement signed by each employee who has been authorized to operate golf carts/service vehicles, attesting to their knowledge and understanding of the University Golf Cart/Service Vehicle Safety Policy and Procedures. Please see Policy Acknowledgement Form.

ATTACHMENT "A"

6. Supervisors shall assure that employees review the Policy and procedures at least annually and shall consider comments and concerns, observed or reported, regarding each operator's compliance with the Policy and procedures at the time of employee performance appraisals.
7. Golf carts/service vehicles shall be operated within the confines of University premises only.
8. Any individual or entity who is not an employee, agent or volunteer of the University, who wishes to use University golf carts/service vehicles, or other such vehicle not owned by FAU, shall seek written permission from the head of the department, and approval from Environmental Health & Safety.
9. Authorization to operate a golf cart on roadways is contingent on the possession of a valid driver's license. Employees shall immediately notify their supervisor if and when their driver's license is suspended or revoked.
10. Passengers seeking assistance are permitted on golf carts/service vehicles if the operator has fulfilled the requirements of the policy and procedures and the vehicle is operated on University grounds for University purposes.
11. Supervisors shall assure that golf carts/service vehicles are operated in accordance with the manufacturer's recommendations. Golf carts/service vehicles shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
12. Any golf cart/service vehicle, intended to be operated in excess of 15 miles per hour, shall be equipped with specific safety features that include, but are not limited to seat belts, windshields, headlights, brake lights and rear-view mirrors. All speed limits shall be observed.
13. Golf carts/service vehicles intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights.
14. Supervisors shall assure that each golf cart/service vehicle is tagged with the maximum load capacity recommended by the manufacturer. Golf carts/service vehicles equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
15. Employees shall not operate golf carts/service vehicles owned by other departments unless approval has been granted by the supervisor of the department/unit to which the vehicle is owned.
16. Golf carts/service vehicles shall be operated in compliance with the common "rules of the road" regardless of whether they are being operated on sidewalks or roadways.
17. Golf carts/service vehicles shall be equipped with a functional horn, unless the option was not available at the time of the vehicle purchase.

18. Operators of golf carts/service vehicles which are not equipped with turn indicators shall use appropriate hand signals.
19. Golf carts/service vehicles intended for operation in parking areas shall be equipped with strobes and back-up alarms. Installation of back-up alarms on all golf carts/service vehicles is required.
20. Each golf cart/service vehicle shall be operated in accordance to the manufacturer's "Safety and Operation Instructions" affixed to the vehicle.
21. All accidents involving golf carts/service vehicles shall be reported immediately to the supervisor of the department to which the vehicle is registered, and to Environmental Health & Safety, regardless of whether property or personal injury occurred. Police reports shall be filed as appropriate.
22. Each operator shall be responsible to provide timely notification of safety and maintenance concerns regarding golf carts/service vehicles to the supervisor of the department to which the vehicle is registered, who will contact Grounds and Transportation or other approved service facility for repair.
23. Chargers for low speed electric vehicles must be plugged directly into a ground fault interrupter receptacle. The use of extension cords is illegal, as per the State Fire Marshal regulations.



Golf Cart/Service Vehicle Safety Policy

Policy Acknowledgement Form

Employee Name (print): _____

*Department: _____

Room Number / Building _____

Phone Number _____ Supervisor (print): _____

I acknowledge that:

- I have read the University Golf Safety Policy and Procedures.
- I understand the Policy and Procedures.
- I possess a valid driver's license.
State: _____ Number: _____
- I have completed golf cart/service vehicle safety training. Date completed: _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

* Department maintains this record for three years. Send copy to Environmental Health and Safety, Fax # 7-2210.

ATTACHMENT "B"



Florida Atlantic University

GOLF CART/SERVICE VEHICLE SAFETY POLICY

VEHICLE INFORMATION FORM

This form shall be completed by the department head and attached to each requisition for purchase of golf carts/service vehicles.

Name of Individual Initiating Purchase: _____

Department: _____

Campus _____ Building/Room: _____

Overnight parking and charging location (Be specific): _____

Telephone Number: _____ Fax Number: _____

I have read the FAU Golf Cart/Service Vehicle Safety Policy and acknowledge that my department is able to comply with all requirements of this Policy.

I acknowledge that all members of my department, who shall be granted the privilege to operate golf carts on University premises, shall be required to comply with the requirements of the Policy.

Signed: _____ Date: _____
Department Head

Name of Purchasing Agent _____
Purchase Order # _____ Date: _____

Purchasing Agent: Please forward to Environmental Health & Safety, fax # 7-2210.

ATTACHMENT "C"

Florida Atlantic University

Golf Cart/Service Vehicle Safety Rules

“WARNING.....unauthorized use of a golf cart is considered theft and a felony punishable by arrest and prosecution to the fullest extent of the law.” Operators of all golf carts/service vehicles must comply with all FAU policies and procedures before driving this vehicle. Contact EH&S 7-3129 or University Police at 7-3500 for details.

- **Remember pedestrians have the right of way ALWAYS!**
- **All body parts – feet, legs and arms shall be kept inside the vehicle while it is in motion.**
- **Check the area behind the vehicle before backing up.**
- **Slow down before turns. All turns shall be executed at reduced speeds.**
- **Observe the limit of one person per seat (two per bench seat).**
- **Always remain seated and hold on while the vehicle is in motion.**
- **When the vehicle is to be left unattended, turn the key to “off” position. Remove the key and lock brake.**
- **Drive the vehicle only as fast as terrain and safety considerations allow.**
- **Obey all traffic rules**
- **Do not travel in the Main Breezeway. Avoid driving on the grass, stay on sidewalks and roadways.**

ATTACHMENT “D”