



SUBJECT: Golf Carts and Utility Vehicles	Effective Date: 8-3-10	Policy Number: 4.1.6	
	Supersedes: EH&S P&P #14; Policy 4.1.6 (adopted 4-1-10)	Page 1	Of 4
	Responsible Authorities: Vice President, Facilities Director, Environmental Health and Safety Chief of University Police		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all golf cart/utility vehicle operators who operate golf carts/utility vehicles on Florida Atlantic University property whether a golf cart/utility vehicle is owned and operated by the University or by a non-University entity. Deans, Directors, and Department Heads are responsible for ensuring that golf carts/utility vehicles are purchased, operated, and maintained as provided in this policy.

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: Any person who drives a golf cart/utility vehicle on University property, including without limitation University employees, students, volunteers, contractors, vendors, or other agents of and visitors to the University.

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.

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 carts/utility vehicles shall also afford the right-of-way to those who may be skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.

A. Department Requirements:

1. Departments must coordinate the purchase or transfer of golf carts/utility vehicles with Facilities and Environmental Health & Safety through the Purchasing Department (purchase) or the Property Records Department (transfer).
2. Departments are responsible for establishing appropriate parking locations and charging stations for golf carts/utility vehicles. 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.
3. Departments must ensure that their carts/utility vehicles are inspected once per year by a qualified service technician. Documentation of inspections must be kept for the life of the vehicle. Copies of all inspection reports must be sent to EH&S. If a golf cart/utility vehicle is transferred between departments, the records must accompany the golf cart/utility vehicle.
4. Department personnel (i.e. operators) must immediately remove from service any golf cart/utility vehicle that is unsafe to operate until it has been repaired.
5. Departments must coordinate with EH&S to ensure all drivers are licensed and have received appropriate training.

B. Vehicle Requirements:

1. All golf carts/utility vehicles will be registered with Traffic & Parking. Golf carts/utility vehicles will display the assigned registration designation on the front of the cart/vehicle.
2. All golf carts/utility vehicles operated between sunset and sunrise must be equipped with headlights, taillights and turn signals.
3. All golf carts/utility vehicles operated on campus streets must have a rearview mirror and a slow moving vehicle placard.
4. Vehicles operated on the roadways only during daylight hours may use hand signals in lieu of turn signals and taillights.

5. Student or visitor use of golf carts/utility vehicles for personal transportation, other than by the "Night Owls" student escort organization, is prohibited on campus.
6. All golf carts/utility vehicles must be conspicuously labeled with the Department owner at least on the front of the vehicle.
7. Golf carts/utility vehicles must be maintained in proper working order. Those found to be unsafe to operate are subject to impoundment by University Police or Environmental Health & Safety until they are properly repaired.
8. Purchasing/Facilities/University Police must approve all new golf cart purchases. See University Police or EH&S websites for application form.

C. Driver Requirements:

1. Golf cart/utility vehicle drivers must hold a valid driver's license.
2. All drivers must adhere to the FAU [Golf Cart/Utility Vehicle Operating Procedures](#) contained in this policy.
3. Drivers of golf carts and utility vehicles must complete Golf Cart/Utility Vehicle Training offered by Environmental Health & Safety. Training will include:
 - a. Permissible areas of operation
 - b. Requirements affected by hours of operation
 - c. Authorized routes
 - d. Parking restrictions
 - e. Passenger limits
 - f. How to handle accidents
 - g. Basic cart operations

D. Golf Cart and Utility Vehicle Operation:

Golf carts/utility vehicles operation shall be in accordance with the FAU [Golf Cart/Utility Vehicle Operating Procedures](#).

E. Inspections and Maintenance:

Each golf cart/utility vehicle shall be inspected by a qualified technician annually. In order to maintain quality inspections, Physical Plant will identify companies for inspection and maintenance of golf carts/utility vehicles. Golf carts/utility vehicles shall not be operated if any inspection item fails, until such time as the inspection item has been repaired by a qualified technician. A copy of the repair bill must be attached to the inspection form as proof of correction. 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.

F. Sanctions:

The FAU Police Department and Traffic & Parking have the authority to enforce the provisions of this policy as well as issue traffic and parking citations. The University Community is encouraged to report irresponsible operations of golf carts/utility vehicles to the FAU Police Department or Environmental Health and Safety.

1. Employees of the university may be subject to disciplinary actions.
2. Students may be subject to student disciplinary proceedings.
3. Persons not affiliated with Florida Atlantic University may be subject to a ban from the campus by the FAU Police Department.
4. Individuals are solely responsible for any fines relating to traffic citations.

RELATED DOCUMENTS AND FORMS:

- (1) [Golf Cart/Utility Vehicle Operating Procedures](#)
- (2) [Golf Cart/Utility Vehicle Approval & Registration Form](#)
- (3) [Golf Cart/Utility Vehicle Annual Safety Inspection Form](#)

INITIATING AUTHORITY: Vice President, Facilities

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

Policy Number: 4.1.6

Initiating Authority

Signature: _____ Date: _____
Name: _____

*Policies and Procedures
Review Committee Chair*

Signature: _____ Date: _____
Name: _____

President

Signature: _____ Date: _____
Name: _____

Executed signature pages are available in the Office of the General Counsel