



**Office of the President
University Policy**

SUBJECT: Golf Carts and Utility Vehicles	Effective Date: 4-1-10	Policy Number: 4.1.6	
	Amended: 8-3-10		
	Supersedes: EH&S P&P #14	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

http://wise.fau.edu/policies/files/Golf_Cart-Utility_Vehicle_Approval___Registration_Form.pdf

Florida Atlantic University

Golf Cart/Utility Vehicle Operating Procedures

1. 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 inline skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.

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

- Except in emergencies, carts and utility vehicles may be operated only on roadways and sidewalks at least 6 feet wide.
- Except in emergencies, golf carts/utility vehicles shall not park within 20 feet of an entrance or exit to any building, except at loading docks. Building administrators may further prohibit golf cart/utility vehicle parking immediately surrounding their buildings if warranted.
- When the cart or utility vehicle is not in use, the operator must set the parking brake and remove the key.
- Passengers are limited to those that fit within the manufacturer's installed seating area. Tilt beds and flat beds are not intended for passenger use.
- 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/utility vehicles at all blind intersections and sound their horns before proceeding.
- 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/utility vehicles through parking lots. Golf carts shall not be operated at speeds in excess of posted speed limits in these areas.
- Golf carts/utility vehicles should operate or park 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 Bldg 55) *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. The golf cart/service vehicle must be moved immediately off the covered walkway after the delivery/pickup.
 - c) To cross a covered walkway perpendicular to the covered walkway.

3. Golf carts shall not be parked and/or operated so as to 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/utility vehicles, is appropriately advised of all the requirements of the University Policy and has completed golf cart/utility vehicle training.
5. Golf carts/utility vehicles shall only be operated within the confines of University premises for University business. At the Boca Raton campus, the campus will include both PBCC and the research park. An exception will be made for the Community Parade at the Jupiter campus when city streets are blocked for this purpose. Other exceptions may be approved by Environmental Health & Safety on a case by case basis.
6. Any individual or entity who is not an employee, agent or volunteer of the University, who wishes to use University golf carts/utility vehicles, or other similar vehicles not owned by FAU, shall seek written permission from the head of the department with whom the individual or entity is associated, and approval from Environmental Health & Safety. (i.e. Maintenance contractors, mail contractors, etc.)
7. Authorization to operate golf carts/utility vehicles 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.
8. Golf cart/utility vehicle operators may offer assistance to those in need provided the operator is in compliance with the requirements of these policy and procedures and the vehicle is operated on University grounds for University purposes.
9. Golf carts/utility vehicles may only be operated in accordance with the manufacturer's recommendations. Golf carts/utility vehicles shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
10. Any golf cart/utility 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.
11. Golf carts/utility vehicles intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights, taillights, and turn signals.
12. Golf carts/utility vehicles equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
13. Employees shall not operate golf carts/utility vehicles owned by other departments unless approval has been granted by the supervisor of the department/unit which owns the vehicle.
14. Golf carts/utility vehicles shall be operated in compliance with the common "rules of the road" regardless of whether they are being operated on sidewalks or roadways. Operators will observe all State traffic laws, such as lane travel, stop signs, etc. Violators will be subject to traffic citations.

15. All golf carts/utility vehicles shall be equipped with a functional horn and back-up alarm.
16. Operators of golf carts/utility vehicles which are not equipped with turn indicators shall use appropriate hand signals.
17. Golf carts/utility vehicles intended for operation in parking areas shall be equipped with strobes.
18. Each golf cart/utility vehicle shall be operated in accordance with the manufacturer's "Safety and Operation Instructions" affixed to the vehicle.
19. All accidents involving golf carts/utility vehicles shall be reported immediately to the supervisor of the department which owns the vehicle, and to Environmental Health & Safety, regardless of whether property damage or personal injury occurred. Police reports shall be filed as appropriate.
20. Each operator shall be responsible to provide timely notification of safety and maintenance concerns regarding golf carts/utility vehicles to the supervisor of the department to which the vehicle is registered, who will contact a qualified service facility for repair.
21. Chargers for low speed electric vehicles must be plugged directly into a ground fault interrupter receptacle. The use of extension cords is not permitted.
22. The use of headphones, ear-buds, operation of cellular phones or texting by an operator is not permissible while the golf cart/utility vehicle is in motion.

FLORIDA ATLANTIC UNIVERSITY
Golf Cart/Utility Vehicle Safety Policy
Vehicle Approval & Registration Form

This form shall be completed by the department head for new purchases, registration of existing, golf carts/utility vehicles, or by department head receiving transferred golf carts/utility vehicles.

Check one: New Purchase _____ Existing Vehicle _____ Transferred Vehicle _____

Vehicle Power Type (check one): Electric _____ Gas _____

Department: _____

Campus: _____ Building/Room: _____

Overnight parking and charging location (Be specific): _____

Telephone Number: _____ Fax Number: _____

I have read the FAU Golf Cart/Utility Vehicle Safety Policy and my department is able to comply with all requirements of this Policy. All members of my department, who operate golf cart/utility vehicles on University premises, shall comply with the requirements of the Policy.

Department Head Signature

Date

Forward completed form to Environmental Health & Safety, CO69, Room 112

EH&S Use Only Golf Cart/Utility Vehicle meets requirements for intended use: Y / N

Operators have completed training or are scheduled for training: Y / N

Check one: Approved _____ Disapproved _____ Signature: _____

Physical Plant Use Only

Adequate Parking Space Available: Y / N Adequate Power Available for Charger: Y / N / NA

If new purchase, assign registration number: _____

If existing or transfer, list existing registration number or assign registration number: _____

Check one: Approved _____ Disapproved _____ Signature: _____

New: Fwd to Purchasing Dept. | Existing: Copies as below | Transfer: Fwd to Property Records

Purchasing Department Use Only

Property Records Department Use Only

PO Number: _____

FAU Property #: _____

Expected Delivery Date: _____

Date Transferred: _____

Florida Atlantic University Golf Cart/Utility Vehicle Annual Safety Inspection Form

Golf Cart/Utility Vehicle Registration #: _____

Department: _____

Inspection Item	Pass	Fail	N/A	Comments
Brakes				
Parking Brake				
Transmission				
Steering				
Headlights				
Taillights				
Turn Signals				
Slow Moving Vehicle Sign				
Mirror				
Horn				
Back-up Alarm				
Seat(s)				
Seat belts				
Windshield				
Windshield Wipers				
Bumpers				
Tires				
Suspension				
Engine				
Batteries				
Fuel System				
Exhaust System				
Road Test				

I certify that I have conducted an inspection of the above referenced vehicle and that the conditions of the Inspection Items are accurately reported.

Inspector's Printed Name

Inspection Date

Inspector's Signature

Company

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 this inspection form as proof of correction.

Distribution: Original to Department

Copy to EH&S (Campus Operations, Room 112)