




OFFICE OF THE PRESIDENT
Florida Atlantic University

MEMORANDUM

To: Deans, Directors, and Department Heads
Cc: Vice Presidents
From: President Saunders 
Date: September 24, 2010
Re: Golf Cart and Utility Vehicle Policy Compliance

As a Dean, Director, or Department Head you are responsible for ensuring that golf carts/utility vehicles are purchased, operated, and maintained as required by University Policy Number 4.1.6, Golf Carts and Utility Vehicles.

The Policy requires a number of actions that may take time and/or incur costs. With that in mind, complete compliance with all policy requirements must be achieved in your areas no later than six months from the date of this memorandum. Compliance with the Golf Cart/Utility Vehicle Operating Procedures in the Policy is required immediately.

Action Items:

1. Ensure golf carts/utility vehicles are registered
2. Ensure parking/charging stations are appropriate and approved
3. Ensure golf carts/utility vehicles are inspected by a qualified service technician – submit copy of inspection to EH&S
4. Immediately remove from service any unsafe golf carts/utility vehicles until repaired.
5. Ensure all operators have a valid Driver's License and have received golf cart/utility vehicle training.
6. Ensure golf carts/utility vehicles are labeled with the registration number and department name on the front and meet vehicle requirements for their intended use.

To assist you in complying with policy requirements, EH&S has developed a Golf Carts/Utility Vehicles webpage with frequently asked questions, program forms, vendor information, and on-line training. The webpage is available at <http://www.fau.edu/facilities/ehs/golfcarts/>. Any questions about the Golf Carts and Utility Vehicles Policy may be directed to EH&S at 297-3129 or ehs@fau.edu.

Your area's compliance with this policy will make FAU an even safer place to live, work, learn and visit. Thank you for your cooperation in this effort.