

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.