



Golf Cart/Utility Vehicle Policy

Environmental Health and Safety Department
800 West Campbell Rd., SG10
Richardson, Tx 75080-3021
Phone 972-883-2381/4111 Fax 972-883-6115

<http://www.utdallas.edu/ehs>

Modified: April 2012

Policy & Procedures Manual

Contents

Purpose.....	3
Background Information.....	3
Policy.....	3
Procedures.....	3
Operating Procedures.....	3
Supervisor Responsibilities.....	5
Operator Requirements.....	5
Standard Safety Features.....	6
Maintenance Responsibility.....	7
Accident Reporting.....	7

Purpose

To establish suggestive regulatory standards for the safe use and operations of a Golf Cart/Utility Vehicle at the University of Texas at Dallas (UTD) premises, and safeguard employees and students. All of the contents of this policy are of strong consultative recommendation through the Department of Environmental Health & Safety (EH&S).

Background Information

UTD provides Golf Cart/Utility Vehicles to employees and authorized students so job related duties can be fulfilled. Golf Cart/Utility Vehicles are used to transport equipment and people, patrol the campus grounds, make deliveries, and provide campus maintenance and safety activities. The **Only Exemption for use** would be the use of contractor and subcontractor owned carts used by specific owners. This policy establishes consistent standards regarding:

- Vehicle Operating Standards
- Department & Driver Responsibilities
- Operator Requirements & Standards
- Golf Cart/Utility Vehicle Condition and Standard Safety Features
- Accident Reporting Procedures

Compliance with these standards will ensure the safe operation of these vehicles for the campus community; including but not limited to Golf Cart/Utility Vehicle drivers, vehicle operators, students, employees, cyclists, all construction personnel on campus, and other pedestrians.

Policy

Golf Cart/Utility Vehicles owned by UTD may only be used for official department/UTD business by UTD employees, student employees, and UTD approved personnel associated with a university department. Golf Cart/Utility Vehicles may not be used for personal business such as unauthorized home-to-office travel, which will be considered vehicle misuse. Knowledge of, and compliance with, applicable state laws, rules, regulations and policies are the responsibility of the driver and noncompliance may result in suspension of user privileges.

Procedures

Vehicle Operating Standards

In order to operate a Golf Cart/Utility Vehicle you must be trained and certified by the EH&S Director. The Golf Cart/Utility Vehicle training program is provided by the Department of Environmental Health, Safety & Risk Management.

Golf Cart/Utility Vehicle operation is governed under Texas Revised Statutes and operators are subject to the rules of the road, including stopping, turning and safe operation. Golf Cart/Utilities Vehicle operators observed in violation of these rules can be cited by the police. Texas State Police on campus are responsible for enforcing these statutes.

Drivers **must** have a valid Drivers' license with a satisfactory driving record, an updated drivers' authorization on file, with no major traffic offenses, with EH&S.

Golf Cart/Utility Vehicles are to be operated at speeds no greater than 15mph on campus or as safety concerns demand. Operators should always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the Golf Cart/Utility Vehicle Safely.

Golf Cart/Utility Vehicle operators will stop at all "blind intersections" and then proceed with caution.

Golf Cart/Utility Vehicles will be operated only within the confines of the UTD property.

Golf Cart/ Utility Vehicles are to be driven on improved surface unless it is the only available way to gain access to the specific area where work is being performed, or in the state of emergency need. If the Golf Cart/Utility Vehicle must be on a landscaped area in order to allow a pedestrian(s) the proper right-of-way, it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear. The **ONLY EXCEPTION** is if Texas State/ University Police are in pursuit or EH&S has to respond to an immediate emergency.

Golf Cart/Utility Vehicles will be operated in such a manner that do not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways. In that respect, Golf Cart/Utility Vehicles will be operated on service drives and roadways whenever possible rather than on sidewalks designed primarily for pedestrian use. Walkways are for walking and should not be used for normal cart operation.

Golf Cart/Utility Vehicles will be operated with the utmost **PRIMARY** courtesy, care, and consideration for the safety of students and pedestrians.

STUDENTS AND PEDESTRIANS, IN PLAIN VIEW, MUST ALWAYS HAVE THE RIGHT OF WAY AND SHOULD NEVER BE INTERRUPTED IN THEIR TRAVEL UNLESS IN THE PATH LEADING TO EMERGENCIES!!!!

Golf Cart/Utility Vehicles will not be parked:

- In Fire Lanes
- In floral landscaped areas
- In Handicap Parking

- In Reserved Parking
- Within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic
- On sidewalks or ramps that would impede or block student traffic and handicap accessibility

Supervisor Responsibilities

Supervisors will assure that each employee in their department, who operates a Golf Cart/Utility Vehicle, is properly advised of this policy.

Supervisors are responsible for obtaining a signed copy of the Golf Cart/Utility Vehicle Safety Guidelines Acknowledgement Form from each employee in their department who operates a Golf Cart/Utility Vehicle, attesting to the employee's knowledge and understanding of, and agreement to abide by, the Golf Cart/Utility Vehicle policy. This signed Acknowledgement must be completed and placed in the employees personnel file prior to the employee driving a Golf Cart/Utility Vehicle.

Drivers must have a valid driver's license with a satisfactory driving record and an updated drivers' authorization on file with the Facilities Operations Department.

Supervisors should make sure that all employees have completed the Golf Cart/Utility Vehicle training prior to the usage of a Golf Cart/Utility Vehicle. Departments will implement procedures for the control of Golf Cart/Utility Vehicles registered to such department. Procedures may (without being mandatory) include the use of a "sign-out log" for keys to the golf cart or utility vehicle.

Employee/Operator Requirements & Standards

No one under the age of eighteen (18) will operate a Golf Cart/Utility Vehicle owned by UTD.

Golf Cart/Utility Vehicle operators are responsible for the security of ignition keys during the time a Golf Cart/Utility Vehicle is assigned to them. Any time a Golf Cart/Utility Vehicle is unattended, the ignition will be turned off, and the key will be removed from the ignition and kept in the possession of the authorized operator.

Operating these vehicles require the full attention of the driver. **It is STRONGLY recommended that no cell phones and/ or radios are used while driving Golf Cart/Utility Vehicles.** Vehicle operators are not permitted to drive while wearing devices that impede hearing, e.g., stereo headsets, earplugs, etc.

All passengers must be in seats designed for such use. No passengers are allowed to be transported in the truck beds or on the sides of Golf Cart/Utility Vehicle with the exception of the transport of an injured person secured on a backboard. **ONLY THE ALLOTTED AMOUNT OF PASSENGERS SHOULD OCCUPY A CART OR UTILITY VEHICLE AT ANY**

TIME. NO PERSON IS TO STAND OR RIDE, UNSECURELY, IN OR ON A CART OR UTILITY VEHICLE.

Employees will not operate Golf Cart/Utility Vehicles registered to other departments unless the supervisor of the department to which the Golf Cart/Utility Vehicles is registered has granted prior approval.

Golf Cart/Utility condition and Standard Safety Features

Golf Cart/Utility Vehicles owned by Departments will be equipped and maintained with working headlights and taillights (two red lights, one each located on the opposite sides at the rear of the Golf Cart/Utility Vehicle that stay on during night operations).

Golf Cart/Utility Vehicles' physical condition should appear to be good condition (dents, dings, cracked fenders, etc.)

Golf Cart/Utility Vehicles purchased for events without headlights and /or taillights are to be used **ONLY** during day time operations.

Electric turn signals are required for night time operation; hand signals suffice for day time operation.

Golf Cart/Utility Vehicles will be equipped with working horn or bell and "Slow Moving Vehicle" sign and strobe light(Amber) at the highest point to be observed from all directions at all times when in motion.

Golf Cart/Utility Vehicles should be identified with the UTD logo.

Reflective tape will be placed on the front and rear bumpers for easier visibility at night.

Golf Cart/Utility Vehicles will not be modified in any manner that affects the recommended mode of operation, speed or safety of the Golf Cart/Utility Vehicle.

When the Golf Cart/Utility Vehicle is not in use, make sure to engage the parking brake.

Golf Cart/Utility Vehicle Maintenance Responsibility

Each Golf Cart/Utility Vehicle operator is responsible for providing timely notification of safety and maintenance concerns to the supervisor of the department to which the Golf Cart/Utility Vehicle is registered.

Supervisors will be responsible for seeing to the timely repair of such concerns and; if the Golf Cart/Utility Vehicle cannot be operated safely without said repairs taking place, the Golf Cart/Utility Vehicle will be taken “out of service” until the repairs are completed.

The department of ownership is responsible for the cost of maintenance of the Golf Cart/Utility Vehicles.

The department of ownership is responsible for the cost of repairing damage to the Golf Cart/Utility Vehicle caused by regular use or an unpreventable accident.

The department of ownership is responsible for the cost of repairing damage to the Golf Cart/Utility Vehicle caused by misuse, abuse or a preventable accident.

The department of ownership is responsible for maintaining the Golf Cart/Utility Vehicles’ condition so that the cart/vehicle’s appearance looks to be in good condition (no dents, dings, cracked fenders, etc).

Accident Reporting Process

All accidents involving a Golf Cart/Utility Vehicle will be reported immediately to the EH&S department and the UTD Police Department regardless of whether property damage or personal injury occurred.

The Department of Environmental Health, Safety & Risk Management and UTD Police Department will investigate the incident.

Upon completion of the investigation, depending on the severity, the driver may lose all privileges to operate Golf Cart/Utility Vehicles.

If an accident was sustained, a “Supervisor’s Report of Incident, Injury or Illness” form must to be completed and sent to the Worker’s Compensation Claims Coordinator in the Department of EH&S within 24 hours of the incident.

Procedures for operators

- Golf Cart/Utility Vehicle operation is subject to the rules of the road, including stopping, turning and safe operation. Speeds no greater than 15mph on campus as safety concerns demand
- Drivers **must** have a valid Drivers’ license to operate a Golf Cart/Utility Vehicle
- Golf Cart/Utility Vehicles will be operated only within the confines of UTD property

- Golf Cart/ Utility Vehicles are to be driven on improved surface unless in the state of emergency need.
- Golf Cart/Utility Vehicles will be operated in such a manner that do not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways. Walkways are for walking and should not be used for **normal** cart operation.
- **STUDENTS AND PEDESTRIANS, IN THE OPERATOR'S VIEW, MUST ALWAYS HAVE THE RIGHT OF WAY AND SHOULD NEVER BE INTERRUPTED IN THEIR TRAVEL**
- Golf Cart/Utility Vehicles should not be parked in fire lanes, in floral landscaped areas, in handicap parking, in reserved parking, within 20 feet of the main entrance/exit of any building
- Golf Cart/Utility Vehicle operators are responsible for the security of ignition keys during the time a Golf Cart/Utility Vehicle is assigned and must not remain in the ignition.
- **It is STRONGLY recommended that no cell phones and/ or radios are used while driving Golf Cart/Utility Vehicles.**
- All passengers must be **SITTING SECURELY** in seats designed for such use **ONLY**
- Golf Cart/Utility Vehicles will not be modified in any manner that affects the recommended mode of operation, speed or safety of the Golf Cart/Utility Vehicle.
- When the Golf Cart/Utility Vehicle is not in use, make sure to engage the parking brake.
- The Department of Environmental Health, Safety & Risk Management and UTD Police Department will investigate the incident.