



UTILITY/GOLF CART SAFETY PROGRAM

**Prepared
by the**

**Environmental Health, Safety &
Risk Management Office**

**209 Carlson Administration Building
(507) 933-7494**

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ENVIRONMENTAL HEALTH, SAFETY & RISK MANAGEMENT PROGRAMS

UTILITY/GOLF CART SAFETY PROGRAM

A. General Mobile Equipment Safety Requirements

All members of the Gustavus Adolphus College community, including faculty, students, staff, student workers and all carts used on campus, are covered by this program. All cart drivers must meet the following criteria before operating a cart on College property:

- 1.) Possess a valid driver's license and be at least 18 years of age with a minimum of 1-year driving experience.
- 2.) Successfully complete Utility/Golf Cart Safety Training and a driving proficiency test. **Supervisors** of new employees, student workers or students who are expected to operate a cart as part of their duties, **must ensure** that the utility/golf cart operator has completed a Utility/Golf Cart Safety Training session before they are allowed to drive.
- 3.) The Utility/Golf Cart Training Program consists of the following:
 - a.) Review of this policy and signing the acknowledgement form.
 - b.) Completion of online training. Contact Motorpool via phone by dialing "0", or via e-mail at motorpool@gustavus.edu to register for training.
 - c.) Behind the wheel training to include a basic proficiency test and will be conducted and approved by the supervisor or Risk Management.
 - d.) Upon completion of the steps above, a certification card is issued to the driver(s) from the supervisor or Risk Management.
- 4.) Approved drivers shall immediately notify their supervisors if, and when, their driver's license is suspended or revoked. Driving privileges for all College vehicles, including utility/golf carts, will be suspended until proof of reinstatement is provided to the appropriate supervisor and Department.
- 5.) All utility/golf cart operators are expected to observe the Driver Rules of Safety outlined in section C and those listed below:
 - a.) Utility/golf carts are not allowed in the interior of the campus or on sidewalks except in circumstances such as: grounds keeping, maintenance activities, service work or other operations involving the transport of heavy or bulky loads (e.g., packages, trees and plant materials, equipment, etc.), and must have the knowledge and approval of the appropriate supervisor.
 - b.) Deliveries/maintenance will be performed utilizing the exterior access roads, loading docks and parking lots, and from there, utilize hand-carrying, roll carts, dollies, etc., into buildings.
 - c.) In those instances, noted previously, where carts must be used in the campus interior, **sidewalk utilization will be minimized whenever possible.**
 - d.) The driver may leave the roadway, cross the sidewalk and proceed to the building entrance. Use roadways whenever possible and **avoid** taking shortcuts through sidewalks and walkways to reach other parts of campus.
 - e.) Park the utility/golf cart as close as possible to the entrance without blocking the entrance or walkways leading to the building. Do not block emergency exit doors or fire hydrants.
 - f.) **At no time will pedestrian traffic be interrupted or blocked by a cart.**

- g.) Utility/golf carts will undergo a preventive maintenance check, including safety equipment, to be conducted, and repairs made by, the Facilities Management Department. No alteration of equipment is allowed without the permission of Facilities Management.
- 6.) Equipment must have an ignition/on-off key to prevent unauthorized use and be secured at the end of each shift.
- 7.) Equipment must have a parking brake with adequate strength to hold the cart at least a 15-degree angle.
- 8.) If installed, the backup alarm must have an audible (at least 80 decibels at 10 feet) when placed in reverse.
- 9.) All equipment must be in good working order. Report defective equipment to Facilities Management x7504.

B. Applicable State Laws and Ordinances and Equipment Requirements

State law or local ordinances apply to the use of utility/golf carts and other motorized vehicles. It is the driver's responsibility to know, understand and adhere to all such rules including, but not limited to:

- 1.) Laws prohibiting operation of mobile equipment under the influence of drugs or alcohol that may impair driving ability.
- 2.) Laws prohibiting operation of utility/golf carts on public roads or streets unless that use is allowed and the roadway has been so designated by the appropriate local authority (county or municipality).
- 3.) Requirements for utility/golf carts that include being equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror and red reflector warning devices in both the front and rear. If operated during lowlight conditions and the hours of darkness between sunset and sunrise, the cart must be equipped with headlights, brake lights, turn signals and a windshield.

C. Driver Rules of Safety

- 1.) **Never operate the cart under the influence of drugs or alcohol that may impair driving ability. If taking prescribed medication that causes drowsiness, or if the driver is impaired in any way, the driver must notify their supervisor and not drive the utility/golf cart.**
- 2.) Prior to daily use, perform a complete pre-trip inspection of lighting, brakes, steering, horn, back-up alarm and tire inflation. If any piece of safety equipment is not operating properly, **do not operate the cart**. Take the utility/golf cart out of service and report the problem to the supervisor of the department to which the cart is registered. The Facilities Management Shop Supervisor will be notified by the appropriate departmental supervisor x7504. Only the Facilities Management Shop Mechanic is authorized to perform the repair work.
- 3.) Maximum speed limit on campus is **20 mph on campus roadways and 5 mph on walkways, sidewalks.**
- 4.) Utility/golf cart operators shall **obey all traffic control devices**, including stop signs, which require the operator to bring the unit to a complete stop before proceeding.
- 5.) Utility/golf carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of other vehicles and pedestrians. In congested pedestrian areas, operators must either park, or reduce speed, then proceed at a pace consistent with that of pedestrians. **Pedestrians shall be afforded the right-of-way at all times.** This includes persons walking, jogging, bicycling or those in wheelchairs or operating mobility assistance devices.
- 6.) Utility/golf carts should **not** be driven inside/through the confines of Gustavus Adolphus College buildings, including covered walkways (breezeways), unless authorized to do so by supervisory staff persons.
- 7.) All occupants in the vehicle shall keep hands, arms, legs and feet within the confines of the utility/golf cart while it is in motion.
- 8.) Special care shall be taken while driving utility/golf carts through parking lots to observe traffic and vehicles pulling in/out of parking spaces.

- 9.) Utility/golf carts should operate and park only on hard surfaces unless the cart is specifically designed and used for grounds maintenance, bulk transport or personal assistance.
- 10.) Except for use of two-way radios by Facilities Management and Campus Safety personnel, drivers may not wear headphones, use cell phones or use/operate any other device that may cause a distraction, including text messaging and use of PDA's while the vehicle is in motion.
- 11.) Items being transported in utility/golf carts will be placed in the rear box and properly secured. Hand carts will not occupy seating areas.
- 12.) Remove the ignition key when leaving the cart.
- 13.) **At the end of each shift, secure the utility/golf cart behind secured fencing or by using padlocks or foot pedal locks when in designated parking spaces.**
- 14.) Utility/golf carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
- 15.) Never exceed the maximum load capacity recommended by the manufacturer, either by number of occupants or weight of the passengers and load.
- 16.) Drivers of utility/golf carts that are not equipped with turn indicators shall use appropriate hand signals.
- 17.) All accidents involving utility/golf carts shall be reported immediately to Gustavus Adolphus Campus Safety x8888 and the supervisor of the department to which the utility/golf cart is registered. An Accident/Incident Report must be completed by the equipment operator regardless of whether property or personal injury occurred. Each driver shall be responsible to provide timely notification of safety and maintenance concerns to the supervisor of the department to which the utility/golf cart is registered. The supervisor will contact Facilities Management for repairs.
- 18.) Utility/golf carts **will not** be parked:
 - a. In fire lanes
 - b. In handicap parking spaces (unless proper permit is acquired)
 - c. In any manner that would block the normal flow of pedestrian traffic or building entrances and exits.
 - d. On sidewalks or ramps that would impede pedestrian or handicap accessibility.
 - e. Utility/golf carts shall only be operated within the confines of campus property or to reach a College facility that may be separated by public roads or property owned by others.

D. Disciplinary Actions

Any failure to adhere to the rules listed above, including failing to follow all motor vehicle laws and safe driving practices, may result in appropriate disciplinary actions including the suspension/revocation of the utility/golf cart driver's privileges and/or discharge.