

Fort Valley State University

Golf Cart/Utility Vehicle Use and Campus Vehicle Usage Policy

Purpose and Intent Personal Transportation vehicles

This policy provides guidelines for the use of golf carts or similar utility type vehicles (referred to as golf carts herein) on the campus of Fort Valley State University (FVSU). This policy also establishes expectations regarding the usage of vehicles on campus more generally. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer, more aesthetically appealing, and environmentally friendly environment for students, faculty, and staff.

This policy applies to all vehicle operators on campus, regardless of whether they are faculty, staff, students, vendors, contractors, visitors, and/or any other individual or entity operating a vehicle on campus.

Definition: The term ‘Vehicles’ in this document refers to any motorized, gas, and/or battery operated two or four-wheeled transportation apparatus.

Background Information

Departments at FVSU provide golf carts to employees so they can fulfill their job-related duties in a more economical and efficient manner. Golf carts are used to transport equipment and people, perform campus maintenance activities, deliveries, and tours. Employees, students, departments, and vendors/contractors on campus in support of projects initiated by departments, also drive vehicles on campus to effectuate their goals of loading and unloading vehicles, performing routine or special project-based maintenance, construction or other tasks, and to transport people and property to various locations on campus. This policy establishes consistent standards regarding:

- Vehicle Operating Standards
- Department Administrative Responsibilities
- Employee/Operator Requirements and Standards
- Other Safety Items
- Maintenance Responsibilities
- Accident Reporting Procedures

At all times, due regard will be displayed vehicle operators.

Golf cart drivers must be at least 18 years of age, must be a University employee, current student, or recognized volunteer (with paperwork on file in Human Resources, and must be properly trained, with a copy of the training certificate on file in the office of the Risk Management, Safety & Transportation, before operating a golf cart. Compliance with these standards will ensure the safe operation of these vehicles for the campus community.

Go In rare occasions, it may be in the best interest of the university for golf carts to be used to transport internal and external members of the university community who are not individually engaged in official college business. These rare exceptions must be cleared with the golf cart driver's immediate supervisor.

Vehicle Operating Standards

1. Vehicles are to be operated at safe speeds, and not to exceed 15 miles per hour. Operators should always consider the terrain, weather conditions, visibility, and existing pedestrian and other vehicular traffic which may affect safety.
2. Vehicles must stop at all stop signs and slow down at all intersections. Golf carts traveling on sidewalks must stop and proceed with caution at all blind intersections and when rounding the corners of buildings and other areas where visibility is limited. In these instances, and where pedestrian traffic is present, vehicles must be operated at low speeds that allow stopping time in the event of unexpected pedestrians or other obstacles.
3. Golf carts should refrain from driving on grass, and vehicles other than golf carts must refrain from driving on sidewalks and grass, except in the following circumstances:
 - An emergency situation exists
 - In order to get close enough to a building for the loading/unloading of heavy items (in excess of 50 lbs.)

When the need exists to park a vehicle on a sidewalk or grass due to an emergency situation or to load/unload the vehicle with heavy items, the vehicle must only be stopped there for as brief of a time period as reasonably necessary to deal with the emergency or loading/unloading situation, and must be moved as expeditiously as possible.

4. Golf cart operators should limit driving on State University Drive, Ira Hicks Boulevard, Rayfield Wright Street and Carver Drive unless necessary to the performance of a specific job duty (such as curb/gutter maintenance) or when this road has been blocked off for a special event (such as graduation). Golf carts also must not be on these roads unless seat belts are available and used.
5. Pedestrians will be given the right-of-way at all times. Vehicles will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians. Golf carts should only cross roadways in areas that are clearly visible from all directions. During low light conditions, they should cross only in well lighted areas.
6. Vehicle operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of vehicles.
7. Golf carts will only be operated within the confines of FVSU property.
 - Repairs and maintenance of the golf cart
 - Sporting and Training events for the Athletic Division
 - Official business of Public Safety

8. Golf Carts will not be operated during inclement weather, thunderstorms, heavy rain, tornado warnings/watches or when lightning is present.
9. Operators are not permitted to use electronic devices such as cellular phones, Blackberries, or PDAs while the golf cart and/or vehicle is in motion. Even with “hands free” equipment, conversing on the phone takes attention away from driving. Operators should have the vehicle in park when using electronic devices, even for work-related reasons.
10. Operators will obey all state and local traffic laws while operating vehicles.
11. Golf carts will not be parked:
 - In handicapped or otherwise reserved parking, or in fire lanes and yellow curbs.
 - On any walkway that constitutes a pedestrian travel route except when temporarily parked on walkways while the operator is performing work related duties inside the building. If parking on the walkway may impair the ability of a handicapped individual from being able to access a building or other necessary area on campus, the golf cart should be parked on the grass just beside the sidewalk.
 - The driver must insure that the vehicle does not block any building entrance or exit.
12. Golf carts should never have more passengers than the number of seats.
13. Drivers of vehicles are expected to adhere to not only these standards, but also those articulated in the Campus Safety Parking Rules & Regulations. Failure to adhere to these standards may result in parking citations, fines, vehicles being booted or towed, loss of driving or parking privileges on campus, and in egregious or repeated violation situations, sanctions up to and potentially including being banned from campus, terminated from employment, expelled from the university, and/or having a contract for services cancelled or non-renewed.

Department Administrative Responsibilities

1. Supervisors will assure that each employee under their supervision, who operates a golf cart, is properly advised of this policy and properly trained before driving a golf cart.
2. Supervisors shall provide individual hands-on training in the operation of the golf cart prior to permitting an employee to operate a golf cart.
3. Supervisors shall require each employee to view the DOAS Golf Cart Safety PowerPoint as part of their training.
4. Supervisors are responsible for obtaining a signed copy of the Golf Cart Guidelines Acknowledgment Form and a copy of the driver’s license for each employee under their supervision.
5. Supervisors shall send these copies to Transportation/Environmental Health & Safety Administration for centralized keeping.

Employee/Operator Requirements and Standards

1. No one under the age of eighteen (18) will operate a golf cart. Operator must have a valid state issued driver's license.
2. Operators are responsible for the security of the ignition key while a golf cart is assigned to them. Anytime a golf cart is unattended, the key will be removed from the ignition and kept in the possession of the authorized operator.
3. Golf cart operators are not permitted to drive while wearing devices that impede hearing, e.g. stereo headsets, earplugs, etc. In addition, operators shall not talk on the phone or text while driving.
4. All passengers must be in seats designed for such use. No passengers are allowed to be transported on the bed, back or sides of golf carts except for medical emergency transportation.

Other Safety Items

1. Golf carts operating after dark are required to have functioning headlights, taillights, and electric turn signals.
2. Golf carts will not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.

Maintenance Responsibilities

1. Each golf cart operator is responsible for providing timely notification of any safety and/or maintenance concerns to their supervisor. Individuals operating a golf cart are also responsible for cleaning and non-mechanical maintenance of that golf cart.
2. Supervisors will be responsible for insuring timely repair of golf carts when problems are reported. If timely repairs cannot be made, the golf cart should be taken out of service until the repairs are completed.
3. The department that the golf cart is assigned to is responsible for maintenance of the golf cart and associated costs of maintenance. In case of mechanical failure, the driver will notify his/her supervisor immediately so that the cart can be assessed for repairs by the department.

Accident Reporting

1. Accidents involving a golf cart will be immediately reported to FVSU Police and the operator's supervisor, regardless of fault, or whether or not there is damage or personnel injury.
2. In the case of personal injury, a workers' compensation claim must be filed with the FVSU Department of Human Resources within twenty-four hours.









Golf Cart/Utility Vehicle Guidelines Acknowledgement Form

(This form and a copy of the operator's driver's license will be sent to FVSU Auxiliary Services.)

Employee Name (print): _____

Department: _____ Phone: _____

By signing below, I acknowledge that:

-  My supervisor has instructed me on the proper use and operation of the golf cart.
-  I have read and understand the golf cart/utility vehicle policy.
-  I have viewed the DOAS Golf Cart Safety PowerPoint.
-  I understand the hazards associated with driving a golf cart/utility vehicle and agree to abide by the policy and safety guidelines.
-  I have been provided with the opportunity to ask questions related to the policy and these guidelines.
-  I understand that if I am a student worker, any damages incurred to the golf cart/utility vehicle are my responsibility and will be billed to the department for which that individual works or operates the golf cart on behalf of, or, if operated without such authorization, may be billed to my Banner account.
-  Any damages or fees resulting from misuse by employees will be billed to the department for which that individual works.
-  I have provided my supervisor with a copy of my driver's license.

Employee Signature/ Date

Supervisor Signature /Date