5.2 GOLF AND UTILITY CART USAGE GUIDE

PURPOSE:

To provide guidelines for the use of golf and utility cart-type vehicles and to ensure operation in a safe manner at Baylor University. The objective is to prevent any injuries to the public or members of the University community and to prevent any property damage.

SCOPE:

This policy covers the operation of all golf and utility cart-type vehicles leased or owned by Baylor or operated on Baylor University property. This policy includes *Gators* or other similar utility vehicles.

RESPONSIBILITY:

It is the responsibility of the individual departments with golf and utility cart-type vehicles to ensure that their drivers receive training to ensure these guidelines are followed. The Department of Risk Management will act as an advisory and support organization.

OPERATOR REQUIREMENTS:

All operators of golf and utility-type vehicles are required to have a valid driver's license. Operators will receive and review a copy of the University Golf Cart Guide. Operators will receive machine/use specific training from their department. Except in emergency situations, no unauthorized personnel shall operate or ride in golf or utility-type vehicles.

In the event of an accident involving a golf and utility-type vehicle, normal Baylor University reporting procedures are to be followed including the submittal of an Accident Report to the Department of Risk Management.

REQUIRED EQUIPMENT (CURRENT):

The following equipment is required to be present and operational on all golf and utility-type vehicles:

A. Horn/audible warning device

B. Ignition shutoff/security systems

C. Slow moving vehicle safety triangle on rear of vehicle

D. Warning lights on front and rear of vehicle OR top mounted strobe light

E. Lights (head, tail, brake) for all night use. Carts without headlights may not be used after dusk and before dawn.

F. Department name to be identified clearly on vehicle in three inch minimum letters

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G. Cart Identification Number (assigned by Procurement)

H. Mirrors if cargo or other equipment blocks rear vision

REQUIRED EQUIPMENT (FUTURE ACQUISITIONS):

The following equipment will be required of all future purchases:

A. All currently required equipment

B. Top mounted strobe light

C. Backup alarm

D. Cart Identification Number (assigned by Procurement)

VEHICLE OPERATION:

A. Golf cart-type vehicles shall observe all vehicle traffic laws (e.g. stopping at stop signs, yielding to pedestrians, following proper direction of traffic on one way streets)

B. Drivers must always use proper hand signals when signaling turns or stopping.

C. Vehicles shall **not** be operated in a manner that may endanger passengers, other members of the campus community, or property (e.g. no driving on landscaping, bumping into bollards,).

D. The number of passengers and load capacity shall not exceed the manufacturer's rated limit.

E. Operators must not exceed the 15 M.P.H. speed limit as set by the Baylor Policy Department (BPD).

F. Vehicles, where possible, should be parked on hard covered surfaces and must **not** block any entrances to buildings, stairways, ramps, or thoroughfares. Baylor Parking Services enforces the appropriate and safe operation and parking of golf and utility-type vehicles and may issue tickets accordingly.

G. Operators must reduce speed to match other users on all streets, sidewalks, and paths. In crowded pedestrian areas, operators must either park or proceed at a slow walking pace.

H. The operator must report any accident to BPD (X2222) and to the operator's supervisor. BPD will forward cart accident information to Department of Risk Management at http://www.baylor.edu/risk_management/index.php?id=34624

I. Operators may not wear headsets while operating carts.

J. Cart operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in carts.

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K. To prevent theft, each cart will have a lock and chain used to secure the cart when not in use.

L. Departments are responsible for keeping all original equipment and safety features in good working order.

M. Personally-owned carts are prohibited from operating on University property without permission from Risk Management. Special consideration will be given for ADA accommodations.

N. All occupants in the cart shall keep hands, arms, legs and feet within the confines of the cart at all times when the cart is in motion (the only exception will be to signal turns or stopping).

O. Operators will not drive a cart while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.

P. Deans, Directors and/or Department Heads shall assure that each cart owned by their department is scheduled for and receives annual preventative maintenance and assure the carts remain in good working order at all times.

Q. Deans, Directors and/or Department Heads shall assure that all individuals in their department operating carts receive a copy of this policy.

R. No smoking is allowed while operating any golf and utility cart-type vehicles.

S. Use of cell phones while driving golf and utility carts is discouraged.

VEHICLE USE RESTRICTIONS:

A. Golf and utility cart-type vehicles are restricted to streets and paths on the University campus. When in accordance with the provisions set forth in this policy, and in the course of normal job requirements, carts should only cross city streets at designated pedestrian crossings.

B. Carts shall be operated on campus streets, rather than sidewalks, when streets are available. If sidewalks need to be taken, pedestrians ALWAYS have the right-of-way.

C. No carts are allowed on the following streets except for maintenance carts:

1. University Parks Drive (no exception, carts will be driven next to the Bear Trail).
2. 8th Street
3. Dutton Avenue
4. Bagby Avenue
5. LaSalle Avenue

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D. Golf and utility cart-type vehicles are not to be operated on city owned streets except to move from campus to the Plant Offices on South 1st Street.

VEHICLE FUELING AND STORAGE:

A. Electric vehicles will be recharged at locations designated for such use.

B. Use of extension cords from inside buildings to vehicles is prohibited.

C. Parked vehicles should have the keys removed.

D. Carts parked overnight or in remote areas should be secured to a permanent structure to deter unauthorized use. Carts damaged or stolen as a result of a being unsecured will be the financial responsibility of the department responsible for the cart.

E. Do not smoke near recharging station. Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged). Do not recharge near an open flame or source of ignition. Pour baking soda on all spilled battery acid before cleaning up the spill. Wash skin thoroughly with cold water if in contact with battery acid. Report any accidents or questions involving hazardous chemicals of any kind to the Department of Risk Management at 710-4586. Disconnect battery charger cords before using the cart.

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[Signature on File]_____ _____

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