



Golf Cart and Utility Vehicle Safe Operation Guidelines



PURPOSE

Baylor University desires to maintain a safe environment for its employees, students and visitors. This guideline sets forth the operating procedures and safe practices to help in the operation of the various types, models and sizes of golf carts and utility vehicles that are utilized on and around campus.

First and foremost, the manufacturer's operator's manual for each type of specific vehicle should be reviewed and the instructions within carried out while operating these modes of transportation.

The following items will be repeated in the Operational Guidelines, but due to the frequency of vehicle operators identified not following these items, this additional reminder is included here:

- 1. Do not travel the wrong way down ONE WAY streets, there are no exceptions for this other than emergency response vehicles.**
- 2. Do not drive a golf cart and/or UTV down University Parks Avenue at any time.**
- 3. Do not use a cell phone or wear ear bud while operating any type of vehicle.**
- 4. Passengers can only travel in designated seats, not in cargo beds of a vehicle.**

SCOPE

The scope of this guideline is to ensure that all types of motorized vehicles used by employees, students and contractors are operated in a safe manner in conjunction with the manufacturer's instructions. All departments that have one or more of these types of vehicles are to conduct and maintain timely and comprehensive training, service and preventative maintenance programs. At the university all service and preventative maintenance programs are delegated to Baylor Facility Services.

RESPONSIBILITY

It is the responsibility of the individual departments with golf carts and utility vehicles to ensure that their drivers receive training to make sure that the manufacturers and university guidelines are followed. Contractors using vehicles of these types on campus must also be trained per the manufacturer's instructions and recommendations. Each Contractor will be responsible for conducting and carrying out this training.

OPERATOR REQUIREMENTS

All operators are required to have a valid driver's license, review and fully carry-out the material contained within the Baylor Driving Policy, this guideline, participate in any supplemental training material developed by individual departments, and should review the operator's manual for the type of vehicle they are tasked to drive.

In the event of an accident normal university reporting procedures are to be followed. All university and OSHA required training documentation is to be kept by the department with verification e-mails per employee sent to the EHS department as described below.

Failure to operate any of the above designated vehicles in a safe manner will result in either retraining and/or non-authorization to operate the vehicles.

RECOMMENDED EQUIPMENT

The following equipment is recommended to be present and operational on all golf carts and utility vehicles if possible:

- ✓ Horn/audible warning device.
- ✓ Slow moving vehicle safety triangle / rear of vehicle.
- ✓ Visible mounted strobe light.
- ✓ Lights (head, tail, brake) for all night use. Carts without headlights may not be used after dusk and before dawn.
- ✓ Department acronyms and identification number should be clearly visible on the cart in 3-inch minimum letters.

Examples: Facilities Maintenance > (FM – 1) Risk Services > (RS – 1)

****Contact Baylor Facility Services Vehicle Maintenance (Aramark) for all lettering and installation request (work order)***

- ✓ Cart Identification Number (assigned by Baylor Facility Services vehicle maintenance shop).
- ✓ Mirrors if cargo or other equipment blocks rear vision.



OPERATIONAL PROCEDURES

The following list of guidelines are required to be followed:

1. Supervisors are responsible for designating which employees in their departments are authorized to operate these vehicles.
2. Employees may not operate these types of vehicles until they have been fully trained and authorized by the Risk Services Department.
3. Vehicles must be operated only by designated employees whose duties make it necessary.
4. Contract employees and visitors are prohibited from operating university owned vehicles.
5. Do not travel the wrong way down ONE WAY streets, there are no exceptions for this other than emergency response vehicles.
6. Do not drive a golf cart and/or UTV down University Parks Avenue at any time.
7. Do not use a cell phone or wear ear buds while operating any type of vehicle.
8. Passengers can only travel in designated seats, not in cargo beds of a vehicle.



SAFETY PROCEDURES

The following are basic rules of operating and maintaining the vehicles. The maximum speed depends upon the terrain over which it is being driven, the roadway speed limit, weather conditions, and the total weight of the vehicle (Including passengers, any materials being carried, or trailers being pulled).

- ✓ Inspect the vehicle prior to use at least daily including:
 - Tire condition
 - Steering system
 - Pedal operation
 - Brakes
 - Strobe light
 - Turn signals (Hand signals are to be used if the vehicle is not equipped with turn signals.)
 - Body and chassis

- ✓ If the vehicle needs repair or maintenance, the unit should be taken out of service and Baylor Facility Services contacted.

- ✓ Vehicle operators will observe all Texas vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicle(s), etc.

- ✓ Sidewalks should be used only where streets and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.

- ✓ Vehicle operators must ensure pedestrian safety always.

- ✓ Vehicles are not permitted to operate with more passengers than it is designed to carry.

- ✓ All occupants shall keep hands, arms, legs and feet within the confines of the vehicle when moving.

- ✓ Pedestrians always have the right-of-way. If the vehicle is being operated on the sidewalk the operator should pull off the sidewalk or stop the unit for approaching pedestrians to pass.

- ✓ Towing is only allowed by vehicles that are originally designed for that function and when necessary for safety reasons.

REFUELING EQUIPMENT

(If applicable and not battery operated.)

When refueling the vehicle, the following safety rules shall be observed:

1. Shut off engine and let it cool if necessary.

2. Remove the fuel cap slowly and hold it at the semi-locked position until the pressure is released if needed.
3. Allow the nozzle to empty by keeping it in the filler opening for several seconds after shutting off the fuel flow.
4. Replace the fuel cap after checking to see that any venting is not clogged.
5. If fuel spills on equipment, wipe up and allow any residue to dry before starting engine.

BATTERY RECHARGE – GOLF CARTS

When recharging golf cart batteries, the following safety rules shall be observed:

1. Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.)
2. Do not smoke near the recharge station. Baylor is a tobacco free campus; however, it is important to mention this safety fact during battery recharge.
3. Do not recharge near an open flame or source of ignition.
4. Pour baking soda on spilled battery acid before calling for a clean-up. Employees driving the carts will not be involved in the process, notify Baylor Facilities Services if an incident of this nature takes place and utilize another cart.
5. Wash skin thoroughly with cold water if skin is exposed to battery acid, seek medical attention if required, fill out and submit a Baylor Incident Report later.
6. Disconnect all battery charger cords before using the golf cart.



PASSENGERS ARE “NOT” PERMITTED TO RIDE IN THE BACK OF A GOLF CART OR UTILITY VEHICLE UNLESS SECURED SEATING HAS BEEN PROVIDED AS PICTURED BELOW. IT IS THE RESPONSIBILITY OF THE VEHICLE OPERATOR TO ENSURE THAT ALL PASSENGERS ARE RIDING SECURLY IN A SEAT.

