



Southeastern Louisiana University

GOLF CART SAFETY POLICY

PURPOSE: To establish a University-wide standard for the safe operation of golf carts on University premises.

DEFINITION: A golf cart, as used in this policy, is defined as any University owned vehicle, regardless of size or energy source, which is intended for use on University premises only; and is used primarily for the transportation of persons or cargo; and is generally recognizable as a passenger or utility type cart, vehicle, “off-road vehicle”, club car or conveyance which is non-licensed.

SCOPE: This policy applies to all golf carts owned, leased or operated on University premises, by University employees, volunteers, contractors, vendors or agents.

POLICY: Any person who accepts the privilege of operating a golf cart on University premises is deemed, by so doing, to have the knowledge, training and skill to safely operate this vehicle and shall be fully accountable for their actions and the consequences thereof.

The safe operation of golf carts on University premises requires conscientious application and adherence to the minimum standard of care prescribed by this policy.

Golf Carts shall be operated in accordance with the requirements of the following documents, which are referenced incorporated into this policy:

- The University Golf Cart Safety Standard
- The Golf Cart Safety Policy Acknowledgement Form
- The Golf Cart Safety Information Acknowledgement Form
- The Golf Cart Safety Instructions

University employees will be given citations by University Police for violations of this safety policy. Vendors and contractors shall face sanctions appropriate to the terms of their contract with the University.

PROCEDURE:

Deans, Directors, Budget Unit Heads, and Department Heads

1. Shall assure that all golf carts and operators within their unit comply with the requirements of the University Golf Cart Safety Policy.
2. Shall assure that each golf cart owned, leased, or operated by their department which is used on University premises is scheduled for, and receives semi-annual preventive maintenance services at the Physical Plant. Preventive maintenance services shall include verification of the presence and proper operation of various safety features and, adjustment of the setting for “speed governors”, as may be appropriate.
3. Shall assure that each individual who has been assigned to operate golf carts or who would reasonably be expected to operate a golf cart within the course and scope of their employment or service to the University complies with the following:
 - Receives appropriate training prior to commencement of responsibility to operate golf carts.
 - Attends golf cart safety training every three years.
 - Is provided periodic evaluation, counseling and training as may be appropriate to correct non-compliance with the Golf Cart Safety Policy.
 - Completes and signs the Golf Cart Information Acknowledgement Form.
4. Shall assure that completed Golf Cart Information Acknowledgement Forms are maintained on record with their department for a minimum of three calendar years.

Employees:

1. Shall be knowledgeable regarding the requirements of the University Golf Cart Safety Policy.
2. Shall acknowledge responsibility and accountability for compliance with the Golf Cart Safety Policy by completing the Golf Cart Information Acknowledgement Form.
3. Shall attend golf cart safety training as required.

Director of Safety:

1. Shall coordinate University-wide compliance with the University Golf Cart Safety Policy and facilitate golf cart safety training as requested.



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GOLF CART SAFETY POLICY ACKNOWLEDGEMENT FORM

This form shall be completed by the department head and attached to each requisition for purchase of golf carts.

Name of Individual Initiating Purchase: _____

Department Name: _____

Building: _____ Room: _____

Telephone Number _____ FAX Number _____

I have read the University Golf Cart Safety Policy and acknowledge that my department is able to comply with all requirements of this Policy.

I acknowledge that all members of my department who shall be granted the privilege to operate golf carts on University premises shall be required to comply with the requirement of the Golf Cart Safety Policy.

Department Head Signature and Date: _____

Requisition # _____ Purchase Order # _____

Purchasing Signature: _____

- Please send form to Physical Plant Services

Physical Plant Signature: _____

- Please contact Department Head to place labeling on cart
- Please send form to University Police

University Police Signature: _____

- Please send form to Safety once the Golf Cart is registered

Safety Director Signature: _____

Form will be maintained in the Safety Office



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GOLF CART SAFETY INFORMATION ACKNOWLEDGEMENT FORM

Department: _____
(This form shall be completed by all employees prior to assignment to operating a golf cart.)

Employee Name: _____ Ext _____

W Number: _____

Name of Supervisor: _____

By signing below I acknowledge that:

(Check all that apply)

- I have read the University Golf Cart Safety Policy.
- I understand the terms and conditions of the University Golf Cart Safety Policy.
- I have been provided with the opportunity to ask questions related to this policy.
- I have attended / I have scheduled to attend the golf cart safety training.

(Date Attended/Scheduled: _____)

- I possess a valid driver's license

Employee Signature

Date

Supervisor Signature

Date

***** This form is to be maintained in the employees' departmental file
for a minimum of 3 years.**



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GOLF CART SAFETY STANDARD

1. Golf carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times.
2. Each requirement of this policy applicable to safety and considerations for care and courtesy shall be applied for person in wheelchairs or any type of mobility assistance device.
3. Golf carts shall be operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.
4. Supervisors shall assure that each employee within their unit, who is authorized to operate golf cars, is appropriately advised of all requirements of the University Policy.
5. Supervisors shall obtain, and maintain on file, a statement signed by each employee who has been authorized to operate golf cars, attesting to their knowledge and understanding of the University Golf Cart Safety Policy. (See Golf Cart Safety Information Acknowledgement Form)
6. Supervisors shall assure that employees review the University Golf Cart Safety Policy every three years and shall consider comments and concerns, observed or reported, regarding each operator's compliance with the University Golf Cart Safety Policy at the time of employee performance appraisals.
7. Supervisors shall implement procedures for control of golf carts registered to their department. Such procedures may include the use of "sign-out log" for keys.
8. Golf cart operators shall be responsible for the security of ignition keys for the period that a cart is assigned to them.
9. Golf carts shall be operated within the confines of university premises only.
10. Any individual who is not an employee, agent, agency with contract with the university or volunteer of the university, may not use University golf carts without a signed permission from the budget unit head that is responsible for the golf cart.

11. Since golf carts will not be used in the traditional manner, authorization to operate a golf cart is contingent on the possession of a valid driver's license. Employees shall immediately notify their supervisor if and when their driver's license is suspended or revoked.
12. State employees, officers and agents, contractors, vendors or volunteers to the University are the only passengers permitted on those golf carts intended for the servicing of University buildings and facilities.
13. Supervisors shall assure that golf carts are operated in accordance with the manufacturer's recommendations. Golf carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
14. Any golf cart intended to be operated in excess of 15 miles per hour shall be equipped with specific safety features that include, but are not limited to seat belts, windshields, headlights and rear view mirrors. All speed limits shall be observed.
15. Golf carts intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights. Golf carts shall not be used from dusk to dawn.
16. Supervisors shall assure that each golf cart is tagged with the maximum load capacity recommended by the manufacturer. Golf carts equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
17. Employees shall not operate golf carts owned by other departments unless approval has been granted by the supervisor of the department/unit to which the golf cart is registered.
18. Golf carts shall be equipped with a functional horn if driven on roadway.
19. Golf carts shall be operated in compliance with the common "rules of the road" regardless of whether carts are being operated on sidewalks or roadways.
20. Operators of golf carts which are not equipped with turn indicators shall use appropriate hand signals.
21. All accidents involving golf carts shall be reported to the supervisor, Safety Office and University Police.
22. Each operator shall be responsible to provide timely notification of safety and maintenance concerns to Physical Plant.
23. Golf carts shall be operated in accordance with the following specific rules:
 - Golf carts shall not be parked within 6-8 feet of the entrance or exit of any building, except at loading docks.

- Operators shall stop golf carts at all blind intersections and sound horn before proceeding.
- Golf carts shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic.
- Operators shall not drive on University Avenue, North Oak Street or General Pershing unless equipped with seat belts, windshield, lights, turn signals and horn.
- Operators shall not stop (bring to rest) golf carts in the middle of roads or walkways.
- Golf carts shall not be driven through the Student Union Mall.
- Golf carts shall not be driven in buildings.
- Golf carts shall not be driven or parked in breezeway of the Fayard Hall.
- Golf carts shall not be driven in breezeway on the west side of Twelve Oaks Dining Facility.
- Golf carts shall not be parked or driven in covered entrance of Pennington Center.



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GOLF CART SAFETY INSTRUCTIONS

- All body parts – feet, legs and arms shall be kept inside the vehicle while it is in motion.
- Before starting the vehicle, assure it is not in gear.
- Check the area behind the vehicle before backing up.
- Slow down before and during turns. All turns shall be executed at reduced speeds.
- Observe the limit of two (2) occupants per seat rule.
- Always remain seated and hold on while vehicle is in motion.
- When the vehicle is to be left unattended, turn the key to “off” position. Remove the key and engage the brake.
- Drive the vehicle only as fast as terrain and safety considerations allow.
- Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect your ability to operate the vehicle safely.
- Avoid sudden stops or change of direction that may result in a loss of control.
- Brake to control speed when traveling down an incline.
- Disconnect the battery charging cable before taking off.