

Golf/Utility Vehicle Operations Policy

I. PURPOSE

This policy outlines requirements for the training and use of electric- or gas-powered carts and/or similar utility type vehicles at Goucher College. The policy establishes proper safety procedures and practices and promotes a safer environment for students, employees, and visitors.

II. SCOPE

All members of the Goucher College community (Students, employees, volunteers, visitors, and contractors) are governed by this policy. This includes sports and event participants who use small utility vehicles for official business and/or for disability related needs.

III. STATEMENTS OF POLICY

- A. This policy applies to the entire Goucher College campus.
- B. This policy covers motorized vehicles including golf carts and other 3- or 4- wheeled vehicles that are powered by electric or internal combustion motors.
- C.

well as provide a signed contractor acknowledgment (Appendix B) to the Office of Risk

the office of facilities immediately.

- e. All repairs and regular maintenance of utility carts will be performed by FMS or, in the event major repairs are needed, by an outside contractor as decided by FMS.
- f. FMS shall maintain all preventative maintenance and repair records related to carts it services.
- g. Departments are financially responsible for all repair and maintenance costs outside of standard wear and tear. This is to include but is not limited to damages, labor, parts, and supplies.

B. Standard Operation

- a. Operators may use college-owned carts for college business only.
- b. Cart operators are to use extreme caution at all times.
- c. Operators shall not exceed the maximum speed of 10 MPH.
 - i. For carts that do not have a speedometer, the cart operator shall utilize best judgement and prioritize personal and pedestrian safety.
- d. Operators shall always yield to pedestrians.

C. Safety

- a. Operators shall brake slowly, especially on downhill slopes.
- b. Operators shall avoid sharp turns so as to prevent rolling the cart.
- c. Operators are to reduce speed when driving along or crossing sidewalks in order to avoid striking pedestrians. All cart operators must be respectful of pedestrians and

maintain a safe distance from other carts. (Title 11, Chapter 11.01, Section 11.01.010, City of Boulder, Colorado)

Blocking or obstructing entrances and access to buildings, stairways, fire exits, disability ramps, parking spaces, limiting pedestrian access on walkways, and parking in spaces designated for vehicles with disabled placards or on uneven surfaces is prohibited.

- c. Carts shall apply the parking brake when the cart is not in use.
- d. The gear switch / shifter shall be placed into 'Neutral' when the cart is not in use.

F. Passengers

- a. All passengers shall keep hands, arms, legs, and feet within the confines of the cart at all times when the cart is in motion.
- b. The number of passengers must not exceed the number of seats provided in the vehicle. The total weight of the load, including passengers and material, must not exceed the vehicle's recommended weight limit.

G. Trailers and Material Towing

- a. Only carts designed for towing should be used for towing.
- b. All trailers must have a reflective triangle placed on the rear exterior.
- c. Operation of carts or cart trailers with equipment protruding outside the cart or trailer is strongly discouraged. Any equipment that projects beyond the confines of the cart or cart trailer must be well- marked for visibility (using orange flag, for example) and extreme care must be taken to avoid striking people or property.

H. Smoking

- a. Smoking is prohibited within any Goucher owned cart or vehicle (see [Smoke-Free Policy](#)).

- d. Operators that are in an accident while using a Goucher College owned cart shall not be permitted to use a cart until refresher training is completed.
- e. If refresher training is not completed within three (3) months after an accident or

Appendix A

Acknowledgement of Policy Receipt/Review

I hereby indicate that I have read the Goucher College Golf/Utility Vehicle Operations Policy, I understand the contents of the policy, and I agree to comply with all provisions of this policy. I understand that if I violate the terms of this policy, I may lose the privilege of operating the golf/utility vehicle and be subject to disciplinary action, up to and including termination of employment.

Signature of Operator _____

Printed Name of Operator _____

Signature of Goucher College Representative
(Operator's Supervisor or Human Resources representative or Trainer)

Date _____

Appendix B

Contractor Acknowledgement of Policy Receipt/Review

I hereby indicate that I have read the Goucher College Golf/Utility Vehicle Operations Policy, I