

I. INTRODUCTION

This policy outlines requirements for the selection and maintenance of electric- or gas-powered carts and/or similar utility type vehicles at Goucher College. The intent of this policy is to establish proper maintenance procedures in order to promote a safe environment for students, employers, and visitors.

II. STATEMENT OF POLICY

All golf/utility vehicles owned by Goucher College are governed by this policy.

III. RESPONSIBLE OFFICIAL

The official responsible for administering this policy is the Vice President for Operations.

IV. VEHICLE SELECTION AND SAFETY REQUIREMENTS

A. Carts that are acquired for use by Goucher College must possess the following minimum safety features:

1. Headlights
2. Front and rear turn signal lights
3. Tail lights
4. Stop lights
5. Roof
6. Reflectors or reflective tape, on each side as far to the rear as practical, and on the rear
7. Interior rear-view mirror
8. Impact-resistant windshield
9. Parking brake
10. Goucher College vehicle number
11. Reflective triangle clearly displayed on the rear of the vehicle.

B. All carts and utility vehicles must have at least four wheels.

C. Trailers pulled by golf/utility vehicles must meet the following minimum requirements:

1. Tail lights

will be corrected at this time. If for some reason work cannot be performed at this time, a separate appointment will be scheduled with the operator.

9. No vehicle shall be returned to service if any outstanding items could potentially jeopardize the safe operation of the vehicle. The cost for any additional service will be based on work required to complete the repair.

B. Non-PM Repairs

1. If maintenance issues arise outside of the PM schedule, users will contact the work management coordinator and schedule a time for evaluation.
2. The work management coordinator will issue a work order.
3. Once necessary actions are determined, required parts will be ordered.
4. If required repairs do not jeopardize the safe operation of the vehicle, the user will be able to operate the vehicle until repairs are made. Otherwise, the vehicle will remain out of service until repairs are complete.
5. Once work is complete, the maintenance mechanic will return the completed work order to the work management coordinator.
6. The work management coordinator will inform the user that work is complete, verify that the work order accurately describes the service performed, and return a copy of the work order to the user.
7. All costs associated with repairs will be charged to the account code designed for the vehicle.