Golf Cart/Utility Vehicle Policy

Purpose and Intent

This policy provides guidelines for the use of electric or gas-powered golf carts and or similar utility type vehicles on the campus of Valdosta State University. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty, and staff.

Background Information

Departments at Valdosta State University provide Golf Cart/Utility Vehicles to employees so they can fulfill their job related duties. Golf Cart/Utility vehicles are used to transport equipment and people, perform campus maintenance activities, deliver mail, and patrol the campus grounds. This policy establishes consistent standards regarding:

- Vehicle Operating Standards
- Department and Driver Responsibilities
- Operator Requirements and Standards
- Safety
- Maintenance Responsibilities
- Accident Reporting Procedures

Compliance with these standards will ensure the safe operation of these vehicles for the campus community; including Golf Cart/Utility Vehicle drivers, motor vehicle operators, cyclists, and pedestrians.

Golf Cart/Utility Vehicles owned by departments at Valdosta State University may only be used for official department/University business by University employees, and student employees. Golf Carts/Utility vehicles may not be used for personal business.

Knowledge of and compliance with applicable state laws, rules and regulations, and policies are the responsibility of the driver and noncompliance may result in suspension of user privileges.

Procedures

Vehicle Operating Standards

- Drivers must attend annual training and possess a valid driver's license

- Drivers must know and adhere to State of Georgia motor vehicle laws

- Golf Cart/Utility Vehicles are to be operated at speeds no greater than 15MPH or as safety concerns demand. Operators should always consider the terrain, weather

conditions, and existing pedestrian and vehicular traffic which may affect the ability to operate the Golf Cart/ Utility Vehicle safely.

- Golf Cart/Utility Vehicles will stop at all "blind intersections" and then proceed with caution.

- Golf Cart/Utility Vehicles may be driven on any grass area for the purpose of conducting University business. If the Golf Cart/ Utility Vehicle must be on a grassy area in order to allow a pedestrian(s) the proper right-of-way, it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear.

- Pedestrians will be given the right-of-way at all times. Golf Carts/ Utility Vehicles will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians.

- Golf Cart/Utility Vehicle Operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of vehicles.

- The name of the University department must be displayed prominently on the Golf Cart/Utility Vehicle.

- Golf Cart/Utility Vehicles will only be operated within the confines of University property.

- Golf Cart/ Utility Vehicles will only cross roadway at clearly marked crosswalks.

- Golf Cart/Utility Vehicles will not be driven on roadways off campus (except to cross at crosswalks). If the Golf Cart/ Utility Vehicle must travel to or from Centennial Hall, Campus Recreation, PE Complex, or Dewar College of Education, it must travel through the Oak Street parking lot.

- Golf Cart/Utility Vehicles will not be parked:
  - In fire lanes
  - In DMV disabled parking, reserved, 24-hour, staff, or student parking.
  - On any walkway that constitutes a pedestrian travel route

    (Exception: Carts that are temporarily parked on walkway while performing work related duties inside the building. The driver must ensure the vehicle does not block any entrance to the building)

University Department Administrative Responsibilities

Supervisor Responsibilities

- Supervisors will assure that each employee in their department, who operates a Golf Cart/Utility Vehicle, is properly advised of this policy.

- Supervisors are responsible for obtaining a signed copy of the Golf Cart/Utility Vehicle Safety Guidelines Acknowledgement form for each employee in their department who operates a Golf Cart/Utility Vehicle, attesting to the employee's knowledge and understanding of, and agreement to abide by this policy.
  This signed acknowledgement must be completed and maintained by the supervisor.

- Departments should provide hands on training prior to an employee driving a Golf Cart/Utility Vehicle.

Employee/Operator Requirements and Standards

- No one under the age of eighteen (18) will operate a Golf Cart/Utility Vehicle

- Operators are responsible for the security of the ignition key while it is assigned to them. Anytime a Golf Cart/Utility Vehicle is unattended, the key will be removed from the ignition and kept in the possession of the authorized operator.

- Golf Cart/Utility Vehicle operators are not permitted to drive while wearing devices that impede hearing, e.g., stereo headsets, earplugs, etc.

- All passengers must be in seats designed for such use. No passengers are allowed to be transported on the bed, back, or sides of Golf Cart/Utility Vehicles.

- Cell Phone usage (to include Bluetooth devices) while driving a Golf Cart/Utility Vehicle is prohibited.

Safety

- Golf Cart/Utility Vehicles operating after dark are required to have functioning headlights, taillights, and electric turn signals.

- Golf Cart/Utility Vehicles will not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.