

Golf/Utility Vehicle Operations

I. Introduction

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

II. Statement of Policy

- A. Students, employees, and contractors of Goucher College are governed by this policy.
- B. Operators of cart-type vehicles on campus must meet the following criteria:
 1. Possess a valid Driver's License (note, long-term employees of the College who do not possess a valid Driver's License may be "grandfathered" on a case-by-case basis, provided they have demonstrated their ability to safely operate golf/utility carts).
 2. Possess at least two years driving experience.
 3. Become familiar with Goucher College policy and safe operating procedures for golf/utility carts, as evidenced by a signed acknowledgement of this policy (see Attachment A).
 4. Operate vehicles in a safe manner at all times.

III. Administration of Policy

The Finance Administrator shall maintain and administer this policy.

IV. Training and Education

- A. Operators shall attend safety training classes upon employment and/or upon assignment to a position requiring the use of a golf/utility vehicle, and thereafter when required by the Finance Administrator or the operator's supervisor. Training will be administered by or under the direction of the Finance Administrator.
- B. Operators shall review a copy of this policy upon employment and/or upon assignment to a position requiring the use of a golf/utility vehicle and sign an acknowledgement form (Appendix A).

V. Safe Operating Procedures

- A. Operators shall inspect carts daily (before initial use) to ensure that all installed safety features are operational and/or intact, including breaks; mirrors; turn signals; and orange reflective triangle (affixed to the rear of the cart).
- B. Operators shall not exceed the maximum speed of 15 MPH.
- C. Operators shall brake slowly, especially on downhill slopes.
- D. Operators shall avoid sharp turns so as to prevent rolling the cart.
- E. To the extent possible, operators should not drive carts on campus roadways, including the Loop Road, except when crossing from one side of the street to another or utilizing a roadway where no sidewalk exists.
- F. If operators must use the Loop Road, they must pull to the side of the road and stop when a vehicle is approaching the vehicle from either direction.
- G. Operators and passengers shall keep hands, arms, legs, and feet within the confines of the cart at all times when the cart is in motion.
- H. 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.
- I. Operators may use College-owned carts for college business only. Personally-owned carts are prohibited from operating on Goucher College property. However, special consideration will be given to individuals who need to use carts as an ADA accommodation. Such requests shall be addressed to the Director of Accessibility Services.
- J. Operators shall yield to pedestrians on sidewalks at all times.
- K. 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 keep a safe and comfortable distance from pedestrians who are on walkways.
- L. Cart operators must be especially diligent and pay particular attention to the needs of persons with disabilities, as limitations in vision, hearing, or mobility may impair their ability to see or hear carts.
- M. Headlights and taillights must be used when operating carts between dusk and dawn and any other time visibility is reduced (such as rain, fog, etc.).
- N. Modification or tampering with a cart's speed governor is strictly prohibited.
- O. Anyone traveling in carts equipped with factory-installed seatbelts shall wear the seatbelts provided.

- P. Cart operators are prohibited from wearing headsets, earphones, or using cell phones or other electronic devices while operating carts.
- Q. 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.
- R. Cart operators are responsible for ignition keys the entire time they use the vehicles. At no time may keys be left in unattended carts. Operators are responsible for securing the vehicles when not in use according to department procedure.
- S. Cart operators must park carts in designated cart parking areas, away from pedestrian areas.
- T. When parking, cart operators shall not block paths, sidewalks or exit doors; shall not limit pedestrian access on walkways or ramps; shall not park in or obstruct access to, parking spaces; shall not park in access spaces designated for vehicles with disabled placards.
- U. Cart operators must report all vehicle accidents and “near misses” to their direct supervisor, who shall in turn notify the office of public safety.

VI. Consequences

- A. The safe operation of carts is paramount. Operating a golf/utility vehicle on campus is considered a privilege and constitutes use of College property.
- B. Department Management is responsible for ensuring that personnel under their supervision (including authorized employees, contractors, and students) operate vehicles in a safe manner.
- C. Failure to comply with Goucher College policy could result in suspension of driving privileges, mandatory retraining under this policy, and/or appropriate disciplinary action, up to and including termination of employment. These determinations shall be made by the individual’s supervisor in consultation with the Finance Administrator. Note that violations of this policy by student employees are not governed by the student code of conduct, but shall be addressed by the Finance Administrator and the student’s supervisor.

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