

# Golf/Utility Vehicle Selection and Maintenance

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## 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

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

## III. Administration of Policy

- A. The Finance Administrator shall maintain and administer this policy.

## 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
  - 2. Rear turn signal lights
  - 3. Stop lights
  - 4. Reflective triangle clearly displayed on the rear of the trailer

#### V. Cart Inventory

- A. A central inventory of all carts will be maintained by the Campus Facilities Maintenance division. Upon department receipt of a new, transferred, or donated cart, the vehicle must be registered with Campus Facilities Maintenance.

#### VI. Vehicle Maintenance Requirements

- B. Goucher-owned carts must be maintained in accordance with the manufacturer's recommended service schedule.
- C. Repairs and regular maintenance are the responsibility of the department owning the cart.
- D. Departments are financially responsible for all repair and maintenance costs (labor, parts, and supplies).
- E. The department is required to maintain all preventative maintenance and repair records related to the cart for the life of the cart.

#### VII. Golf/Utility Vehicle Servicing Guidelines

##### F. Preventative Maintenance (PM)

- 1. The work management coordinator will install the individual vehicle information in the work management system which will generate regular PM tickets for service.
- 2. The work management system will issue a PM ticket for each vehicle every six calendar month.
- 3. The cart operator will be notified by the work management coordinator that service on a particular vehicle is required.
- 4. The operator will contact the work management coordinator to schedule an appointment to deliver the vehicle for service.
- 5. Once service 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 for the user's record.
7. The work management coordinator will log the completed work order.
8. NOTE: The cost for PM service is a flat rate of \$30 which includes an oil change and check of the overall condition of the cart. If the PM service identifies items requiring attention, these items 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.

#### G. 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 for the user's record.
7. All costs associated with repairs will be charged to the account code designed for the vehicle.