

# Golf/Utility Vehicle Operations Policy

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## 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. This policy does not cover personal motorized wheelchairs.

## IV. ENFORCEMENT OF POLICY

Failure to comply with this 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 supervisor in consultation with Human Resources and the Director for Risk Management.

Student employees may also be subject to disciplinary actions as outlined in the student code of conduct.

Goucher contractors are not allowed access to the use of Golf Cart and Utility Vehicles without the recommendation by the Director of Facilities Management Services and documented approval by the Office of Risk Management. Contractors shall assume liability for all personal and vehicular damage from Golf Cart and Utility Vehicle use.

## V. 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. Training will be administered by or under the direction of the Grounds Manager, Safety Manager, or other appropriate staff within the Facilities or Risk Management Departments (contact [Risk.Management@goucher.edu](mailto:Risk.Management@goucher.edu)).
- B. Contractors must obtain a recommendation from the Director of Facilities Management Services as

well as provide a signed contractor acknowledgment (Appendix B) to the Office of Risk Management prior to utilizing Goucher owned carts or utility vehicles.

- C. 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). Completion of Cart Safety training is required prior to operating the vehicle for the first time.
- D. Operators shall undergo Cart Safety training at minimum of every three (3) years.
- E. Operators shall undergo refresher training at minimum everyone (1) year.
- F. Supervisors are responsible for ensuring that each operator has the following qualification prior to using a Goucher College cart:
  - a. Obtain permission to operate the cart from the operator's supervisor or be pre-approved by their supervisor to drive a cart as part of their job duties.
  - b. Is at least 18 years of age.
  - c. Successfully completed Goucher College's Cart Safety Training program.
  - d. Become familiar with Goucher College policy and safe operating procedures for golf/utility carts, as evidenced by a signed acknowledgement of this policy (see Appendix A).
  - e. Undergoes annual refresher training for the safe operation of carts.
- G. Goucher College operators must undergo the refresher training within three (3) months of any cart accident in which:
  - a. There is any damage to the cart or any other property.
  - b. There is any injury to the driver, passenger, or pedestrian.
  - c. There is any non-compliance with the requirements of this policy as determined by / at the discretion of the operator's supervisor, Facilities Management Services (FMS), or Risk Management department.
- H. Volunteers
  - a. Volunteers that are external to Goucher College that will be utilizing Goucher owned Carts for a specified event must undergo full Cart Safety training everyone (1) year from the last time they were trained.

## **VI. SAFE OPERATING PROCEDURES**

### **A. Maintenance**

- a. Operators shall inspect carts daily (before initial use) and as needed throughout the day to ensure that all installed safety features are operational and/or intact, including brakes; mirrors; turn signals; and orange reflective triangle (affixed to the rear of the cart).
- b. Modification or tampering with a cart's speed governor is strictly prohibited.
- c. Any modification of or tampering with any Goucher owned carts outside of manufacturer approved work is strictly prohibited and is a violation of federal law.
- d. If the utility cart needs repairs or maintenance, the vehicle shall be taken out of service and the Facilities department shall be contacted by phone, text message, or work order submission. Any damage or maintenance needs shall be reported to a supervisor and

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 keep a safe and comfortable distance from pedestrians who are on walkways.
- d. 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.
- e. 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.).
- f. Anyone traveling in carts equipped with factory-installed seatbelts shall wear the seatbelts provided.

#### D. Approved and Prohibited Areas

- a. Carts shall utilize Loop Road as much as possible.
- b. Carts should limit the use of internal campus sidewalks and paths as much as possible.
- c. Operators are prohibited from operating carts on roadways outside the boundaries of Goucher College. Under no circumstances are carts to be used to cross any roadway outside of the College.

#### E. Parking

- a. Cart operators must park carts in designated cart parking areas, away from pedestrian areas.
- b. Carts shall not be parked within 50 feet of the entrance or exit of any building, except at loading docks or during the short-term process of loading/unloading equipment, etc.

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](#)).

#### I. Substance Use

- a. The use of drugs, alcohol, or any other substance that has the ability to impair driving and reaction is prohibited prior to and during use of a Goucher owned cart or vehicle (see [Alcohol, Tobacco, and Other Drugs policy](#)).

#### J. Cell Phone and Headphone Use

- a. Cart operators are prohibited from using cell phones or other electronic devices while operating carts.
- b. Head phones, ear phones, and other equipment that may hinder hearing ability are prohibited unless approved for hearing protection on identified utility vehicles.

#### K. Accidents

- a. Cart operators must report all vehicle accidents and "near misses" to their direct supervisor, who shall in turn notify the Office of Campus Safety (410-337-6111).
- b. The Office of Campus Safety is expected to call emergency services if the situation deems appropriate.
- c. The Office of Campus Safety shall prepare a written report, which should be forwarded to the Director of Human Resources, the Director of Campus Safety, the Director of Risk Management, the Director of Facilities, and the employee's supervisor.

- 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 injury involving a Goucher owned cart, their privilege shall be revoked, and the operator must undergo complete retraining.
- f. Any cart that is involved in any accident regardless of severity shall be placed out of service immediately. The cart shall not be returned to service until it has been fully inspected and approved to return to service by facilities.

#### L. Security

- a. Cart operators are responsible for ignition keys the entire time they use the vehicles.
- b. At no time may keys be left in unattended carts.
- c. Operators are responsible for securing the vehicles when not in use according to department procedure.
- d. In the event of theft, it will be the responsibility of the department / operator to pay for the replacement of the vehicle or personal items.

#### M. Personal Carts

- a. Personally owned carts are prohibited from operating on Goucher College property without appropriate documentation provided to the College (i.e., ADA accommodation). All employee ADA-related requests shall be addressed to Human Resources. All student ADA-related requests shall be addressed to the [Director of Accessibility Services](#).
- b. The owner of the personally owned cart or vehicle shall verify its safety and be fully responsible for its maintenance and care.
- c. All damage to self, the personally owned cart or vehicle, or Goucher property from the use of the personally owned cart or vehicle shall be the responsibility of the cart owner. Goucher shall not be held accountable for any damages arising from the use or misuse of the vehicle.

## VII. RESPONSIBLE OFFICIAL

The official responsible for administering this policy is the Director for Risk Management (Risk.Management@goucher.edu).

## VIII. HISTORY

Adopted: November 2020. Updated: February 2024.

# Appendix A

## Acknowledgement of Policy Receipt/Review

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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)

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Date \_\_\_\_\_

## Appendix B

### Contractor Acknowledgement of Policy Receipt/Review

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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 applicable provisions of this policy. I have provided the Office of Risk Management with the written recommendation from the Director of Facilities Management Services. I understand that operating a Goucher College owned golf cart or utility vehicle without proper recommendation and signing of the acknowledgement statement, I am violating Goucher policy and will be subject to none-use of Goucher vehicles.

Signature of Operator \_\_\_\_\_

Printed Name of Operator \_\_\_\_\_

Office of Risk Management Representative Signature \_\_\_\_\_

Date \_\_\_\_\_