Purpose: To establish standards for the safe use and operations of a Golf Cart/Utility Vehicle at the University of Hartford.

Background Information:

Departments at the University of Hartford provide Golf Cart/Utility Vehicles to job related transportation needs. Golf Cart/Utility Vehicles are used to transport people, equipment, supplies and materials. This policy establishes consistent standards regarding: Vehicle Operating Standards, Department & Driver Responsibilities, Operator Requirements & Standards, Golf Cart/Utility Vehicle Condition.

Compliance with these standards will ensure the safe operation of these vehicles for the campus community; including but not limited to Golf Cart/Utility Vehicle drivers, vehicle operators, cyclists and pedestrians.

Policy:

Golf Cart/Utility Vehicles owned by the University of Hartford may only be used for official department/university business by university employees, student employees, and university approved volunteers associated with a university department. Golf Cart/Utility Vehicles may not be used for personal business travel, which will be considered vehicle misuse.

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

Procedures:

Vehicle Operating Standards

In order to operate a Golf Cart/Utility Vehicle you must be trained. The Golf Cart/Utility Vehicle training program is provided by the Facilities and/or Public Safety Departments. Golf Cart/Utility Vehicle operation is governed under CT motor vehicle statutes and operators are subject to the rules of the road, including stopping, turning and safe operation. Golf Cart/Utilities Vehicle operators observed in violation of these rules can be cited by the police. Public Safety's staff on-campus are authorized to enforce these statues. Likewise, Supervisory personnel whom have staff utilizing golf carts/utility vehicles are responsible ensure that drivers operate these vehicles in a safe, responsible, and
appropriate manner at all times. All drivers must have a valid state drivers’ license, a satisfactory driving record (no major traffic offenses), and an updated drivers’ authorization form on file with Facilities and/or Public Safety Departments. Golf Cart/Utility Vehicles are to be operated at speeds no greater than 15 MPH or as safety concerns demand. Operators should always consider the terrain, vehicle load, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the Golf Cart/Utility Vehicle Safely. Golf Cart/Utility Vehicle operators shall stop at all “blind intersections” and then proceed with caution. Golf Cart/Utility Vehicles will be operated only within the confines of University of Hartford property.

All Golf Cart/Utility Vehicles will have the attached document (Figure 1) posted in them at all times.

Golf Cart/ Utility Vehicles are to be driven on improved surface (pavement) unless driving on an unimproved (grass or footpath) path is the only available way to gain access to the specific area where work is being performed. No golf cart/Utility vehicles shall be driven on or across the pedestrian bridge at any time. If a Golf Cart/Utility Vehicle must be on a landscaped 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. Golf Cart/Utility Vehicles will be operated in such a manner that do not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways. In that respect, Golf Cart/Utility Vehicles will be operated on service drives and roadways whenever possible rather than on sidewalks designed primarily for pedestrian use. Golf Cart/Utility Vehicles shall be operated with the utmost courtesy, care, and consideration for the safety of pedestrians. Pedestrians will be given the right-of-way at all times. Golf Cart/Utility Vehicles will not be parked:

- In Fire Lanes
- In metered parking spaces
- In Handicap Parking
- In Reserved Parking
- Within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic
- On sidewalks or ramps that would impede handicap accessibility

**Department/Supervisor Responsibilities:**

Departments needing to rent golf carts for use during special events shall contact the Purchasing Department. Purchasing will assist with identifying a supplier and assist with the rental transaction. Purchasing will coordinate ordering, delivery, and return schedule of rental carts. Departments will be advised of these pick-up and delivery times and locations. Facilities department will assist Purchasing with cart delivery and pick up operations.

Supervisors will assure that each employee in their department, who operates a Golf Cart/Utility Vehicle, is fully aware of and understands this policy. Supervisors are responsible for obtaining a signed copy of the Golf Cart/Utility Vehicle Safety Guidelines Acknowledgement Form from 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, the Golf Cart/Utility Vehicle policy. A signed Acknowledgement must be completed and placed in the employees personnel file prior to the employee driving a Golf Cart/Utility Vehicle. Drivers must have a valid driver’s license, a satisfactory driving record, and an updated drivers’ authorization on file with the Facilities Department and/or Public Safety Departments. Supervisors must ensure that all employees have completed the Golf Cart/Utility Vehicle indoctrination prior to the usage of a Golf Cart/Utility Vehicle.

Supervisors are responsible for arranging for timely maintenance and repair of any operational concerns reported to them by operators. If the Golf Cart/Utility Vehicle cannot be operated safely without repairs taking place, the Golf Cart/Utility Vehicle will be taken “out of service” until the repairs are completed.

Departments will implement procedures for proper signage/identification and control of Golf Cart/Utility Vehicles registered to such department. Procedures may include the use of temporary signs and key “sign-out logs” for the golf cart or utility vehicle.

**Employee/Operator Requirements & Standards:**

- No one under the age of eighteen (18) will operate a Golf Cart/Utility Vehicle owned or rented by the University of Hartford.
- Golf Cart/Utility Vehicle operators are responsible for the security of ignition keys during the time a Golf Cart/Utility Vehicle is assigned to them.
- Any time a Golf Cart/Utility Vehicle is unattended, the ignition will be turned off, and 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 in the truck beds or on the sides of Golf Cart/Utility Vehicle.
- Cell phone usage while driving a Golf Cart/Utility Vehicle is prohibited.
- Employees will not operate Golf Cart/Utility Vehicles assigned to other departments unless the supervisor of the department to which the Golf Cart/Utility Vehicles is assigned has granted prior approval.

**Golf Cart/Utility vehicle condition and Standard Safety Features:**

Golf Cart/Utility Vehicles owned by Departments will be equipped and maintained with working headlights and, as appropriate taillights (two red lights, one each located on the opposite sides at the rear of the Utility Vehicle that stay on during night operations). Golf Cart/Utility Vehicles’ physical condition should appear to be in good condition (no dents, dings, cracked fenders, etc.) Golf Cart/Utility Vehicles rented for events without headlights and/or taillights are to be used only during day time operations.

Golf Cart/Utility Vehicles will be identified with the department to which it has been assigned. In the case of numerous golf carts or utility vehicles assigned to a department, each will be numbered in
Sequential order beginning with 1 (ex. FAC-1, FAC-2 etc.). Reflective tape will be placed on the front and rear bumpers for easier visibility at night. Golf Cart/Utility Vehicles will not be modified in any manner that affects the recommended mode of operation, speed or safety of the Golf Cart/Utility Vehicle. The parking brake must be engaged when the Golf Cart/Utility Vehicle is not in use.

**Rental Golf Cart/Utility Vehicles:**

Any department renting or using a Golf Carts or Utility Vehicle must follow this policy. Any Golf Cart or Utility Vehicle not owned by the University of Hartford is considered to be a “rental” cart. All golf cart rentals shall be coordinated through the Purchasing Department. The department renting the cart/vehicle is liable for all costs for and any damages done to the rental carts. Figure 1 shows the departmental responsibilities in support of rental golf carts.

**Golf Cart/Utility Vehicle Maintenance Responsibility:**

Each Golf Cart/Utility Vehicle operator is responsible for daily inspection and for providing timely notification of safety and maintenance concerns about the vehicle to the supervisor of the department to which the Golf Cart/Utility Vehicle is assigned or rented. The department of ownership is responsible for all costs of maintenance and operation of the Golf Cart/Utility Vehicles.

The department of ownership is responsible for the cost of repairing all damage to campus or personal property and the Golf Cart/Utility Vehicle caused by regular use or an unpreventable accident. The department of ownership is responsible for the cost of repairing damage to campus or personal property the Golf Cart/Utility Vehicle caused by misuse, abuse or a preventable accident. The department of ownership is responsible for maintaining the Golf Cart/Utility Vehicles’ condition so that the cart/vehicle’s appearance looks to be in good condition (no dents, dings, cracked fenders, etc).

**Accident Reporting Process:**

All accidents involving a Golf Cart/Utility Vehicle will be reported immediately to the supervisor of the department to which the Golf Cart/Utility Vehicle is assigned and to the University of Hartford Public Safety Department regardless of whether property damage or personal injury occurred. The Public Safety staff will investigate the incident. Upon completion of the investigation, depending on the severity, the driver may lose all privileges to operate Golf Cart/Utility Vehicles.

In the event of an accident, a “Report of Incident, Injury or Illness” form must to be completed and sent to the Human Resources department within 24 hours of the incident.
Rental Golf Cart Responsibilities:

The department renting and operating golf carts are responsible:

- Arrange ordering of golf carts through the purchasing department.
- Ensuring each operator meets qualifications and training requirements.
- Picking up from and returning golf carts to Facilities Department at the designated times and to the designated locations.
- Reporting all problems or damages caused to and by golf cart use.
- Ensuring compliance with the Golf Cart/Utility Vehicle Policy & Procedures.
- Properly parking securing the golf cart and keys when not in use.

The Purchasing Department is responsible:

- To coordinate the procurement of all golf carts.
- Scheduling and coordinating vendor delivery of golf carts.
- Scheduling and coordinating vendor pick up of golf carts.

The Facilities Department is responsible:

- To receive and conduct inspections of golf carts upon vendor delivery.
- Prepare golf carts for departmental pick up.
- Secure golf carts as may be necessary while waiting department pick up.
- As operations dictate, provide fueling opportunities for golf carts.
- To collect keys and inspect golf carts for vendor pick up.
- Secure golf carts as may be necessary while waiting vendor pick up.
Golf Cart Operator Requirements

- Operators must have a valid state driver’s license.
- Only institutional personnel with specific permission may operate golf carts.
- Operators must know where they are permitted to drive the golf cart, on campus property only and not on city streets.
- Carts are not to be operated at speeds greater than 15 mph. Drive slowly around turns and on hills.
- Operators must give pedestrians the right of all in all instances.
- Carts are to cross streets at crosswalks only.
- The driver and passengers must remain seated in the cart, holding on, until the vehicle has safely stopped. They should kept their arms and legs inside the cart.
- Carts may carry only the maximum number of people the manufacturer permits (two or four, depending on the vehicle).
- Carts should not be modified without the manufacturer’s written permission.
- Golf carts should not try to pass other motor vehicles, including other moving golf carts.
- Operators and passengers may not drink alcoholic beverages before they enter a golf cart or while in the carts.
Figure 3.

Golf Cart/Utility Vehicle
Guidelines Acknowledgement Form

(This form and a copy of the operator’s driver’s license will be sent to Fleet Manager, Facilities Department.)

Employee Name (print): __________________________________________

Department: _________________________ Phone: ___________________

By signing below, I acknowledge that:

- My supervisor has instructed me on the proper use and operation of the golf cart.
- I have read and understand the golf cart/utility vehicle policy.
- I understand the hazards associated with driving a golf cart/utility vehicle and agree to abide by the policy and safety guidelines.
- I have been provided with the opportunity to ask questions related to the policy and these guidelines.
- I understand that if I am a student worker, any damages incurred to the golf cart/utility vehicle are my responsibility and will be billed to my Banner account.
- Any damages or fees resulting from misuse by employees will be billed to the department for which that individual works.
- I have provided my supervisor with a copy of my driver’s license.

_______________________________________________ ____________________
Employee Signature/ Date

_______________________________________________ ____________________
Supervisor’s Signature/Date