

COVENANT COLLEGE Golf Cart/ Utility Vehicle Policy

Safety & Security Department

Date: May 2010

1.0 PURPOSE

This policy establishes the safety measures to be followed by Covenant employees, including student employees and guests who operate golf carts/utility vehicles on campus. The intent of this policy is to prevent injuries to pedestrians and golf cart/utility vehicle operators.

2.0 DEFINITIONS

The Covenant College Golf Cart/Utility Vehicle Policy applies to 4 wheeled, low speed vehicles whose top speed is not greater than 25 mph. Specific examples, of vehicles covered by this policy include, but are not limited to: gasoline powered and electric golf carts.

3.0 RESPONSIBILITIES

Supervisors are responsible for:

- Ensuring that employee drivers and students possess a valid driver's license and that they have completed the required safety training prior to operating a golf cart/utility vehicle
- Ensuring that a training verification form has been signed by the employee and a copy sent to Safety and Security Department
- Taking timely action to correct operator misuse in the operation of a golf cart/utility vehicle
- Ensuring that all equipment on the golf cart/utility vehicle is working properly and that the cart/utility vehicle is taken out of service when there are deficiencies that could contribute to an unsafe condition

Departments are responsible for:

- All repairs and maintenance costs due to reckless operation.
- All preventative maintenance and repair records for their carts/vehicles
- Keeping all original equipment and safety features in good working order

Operators are responsible for:

- Inspecting the golf cart/utility vehicle before operation and documenting any deficiencies
- Completing Golf Cart/Utility Vehicle safety training prior to operating a cart/utility vehicle
- Signing a Golf Cart/Utility Vehicle Training Verification Form and returning it to his/her supervisor
- Operating the cart/vehicle in a safe manner
- Reporting accidents to Safety and Security department and his/her immediate supervisor.

Safety & Security department responsible for:

- Maintaining training records
- Reviewing policy annually for effectiveness and updating accordingly
- Providing video portion of training

4.0 PROCEDURE

Authorized Covenant College operators have

- successfully completed Golf Cart/ Utility Vehicle Training by:
 - reading the Covenant College Golf Cart/Utility Vehicle Policy
 - signing the training verification form
 - receiving hands on instruction from their immediate supervisor
 - Viewing video presented by the Safety and Security office

- A valid driver's license from his/her state of residence.

Safe Operating Procedures

- Conduct a safety check on the cart/utility vehicle prior to operation.
- Use extreme caution at all times
- Drive on paved surfaces only and do not cut through grassy areas
- When approaching a blind corner, such as a building or wall, slow down and use caution
- Golf carts can turn corners very sharply, go slow and keep all four wheels on the ground
- Operators are responsible for ignition keys for the period of time in which they are using the vehicle. **Keys shall not be left in golf carts/utility vehicles**
- The parking brake must be set when not in transit
- Use of cell phones and pagers are prohibited while driving a cart/utility vehicle. Operator must pull over and stop to make or receive calls
- Operators must account for conditions that may make driving surfaces slippery. This includes snow, rain, sand and oil
- Golf carts/utility vehicles shall not block exits, entrances, stairs, sidewalks, fire hydrants, fire lanes or handicap ramps
- **Do not carry more passengers than seating is provided for**
- The bed of the utility vehicle is not meant to carry anyone, and this practice is not allowed
- Occupants are to remain seated until the golf cart/utility vehicle comes to a complete stop, no jumping on or off a moving cart is allowed
- Operators and passengers must keep their bodies inside the cab of the golf cart/utility vehicle (except when using hand signals)
- Do not overload the golf cart/utility vehicle by exceeding the recommended carrying or load capacity
- Loads shall not extend more than one foot from either side or front of the vehicle. Loads that extend more than three feet from the rear of the golf cart/utility vehicle must be flagged
- **Golf carts/Utility Vehicles shall not exceed 10 mph on all campus roadways.** When on sidewalks or other pedestrian areas speed should not exceed 5 mph

Pedestrian considerations:

- The golf cart/utility vehicle must come to a complete stop before proceeding through intersecting sidewalks or other areas that have blind spots.
- Operators must yield to pedestrians at all times.

- Operators must account for the fact that a pedestrian may be physically impaired (unable to move quickly) or unable to hear or see the golf cart/utility vehicle.
- Operators must reduce speed in heavy pedestrian traffic or stop until the traffic has lessened.
- Operators must never attempt to get pedestrians out of their way by intimidating them.
- Whenever an operator feels he/she cannot predict the actions of a pedestrian or other vehicle operator, he/she must come to a complete stop.

Maintenance and Repairs

- Supervisors shall ensure that golf carts/utility vehicles receive preventative maintenance and service checks as indicated by the owner's manual

Enforcement

- All operators will be expected to perform their job in conformance with safe operating procedures. Violations of safe operating procedures will be treated under the college's existing disciplinary procedures
- The privilege of operating a golf cart/utility vehicle may be revoked at any time.
- Violations of this policy involving Covenant College Safety and Security department will be immediately addressed with the operator and his/her supervisor

5.0 TRAINING

Prior to operating a golf cart/utility vehicle, operators must successfully complete Golf Cart/Utility Vehicle safety training by reading the Covenant College Golf Cart/Utility Vehicle Policy, signing the training verification form, viewing the training video provided by the Safety and Security office and receiving hands on training from their immediate supervisor.

Golf Cart/Utility Vehicle Verification of Training I have read the Golf Cart/Utility Vehicle Policy and viewed the training video provided by the Safety and Security office. I have reviewed them with my supervisor, and I understand and agree to follow them. I further understand that any violation of the above policy and procedures could lead to disciplinary action.

Golf Cart/Utility Vehicle Operator:

Date: _____ Name (print): _____

Name (signature): _____

Supervisor:

Date: _____ Name (print): _____

Name (signature): _____

Safety and Security (video shown)

Date: _____ Name (print): _____

Name (signature): _____