

Calvin College Golf Cart Utility Vehicle Policy	Revision 2
Prepared by: Heather Chapman Date: 7/19/10	Approved by: Cabinet

POLICY

This policy establishes the safety measures to be followed by Calvin employees, student employees, and guests who operate golf carts/utility vehicles on campus. The intent of this policy is to prevent injuries to pedestrians, golf cart/utility vehicle operators, and reduce the risk of property damage. Campus Safety may potentially fine drivers for reckless driving and/or golf carts may be confiscated.

RESPONSIBILITIES

Department/Supervisors are responsible for

- Ensuring that employee drivers and students are properly licensed 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 Environmental Health & Safety (EHS)
- Taking timely action to correct operator misuse in the operation of a golf cart/utility vehicle

Drivers are responsible for

- 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
- Inspecting the golf cart/utility vehicle before operation and documenting any deficiencies
- Operating the cart/vehicle in a safe manner
- Reporting accidents to Campus Safety and his/her immediate supervisor.

SAFE OPERATING PROCEDURES

- An operator should conduct a safety check on the cart/utility vehicle *prior* to operation.
- Operators are to use extreme caution at all times.
- **Do not carry more passengers than seating is provided for.**
- Do not overload the golf cart/utility vehicle by exceeding the recommended carrying or load capacity.
- Operators and passengers must keep their bodies inside the cab of the golf cart/utility vehicle (except when using hand signals).
- 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.
- Drive on paved surfaces only and do not cut through grassy areas.
- **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.
- When approaching a blind corner, such as a building wall, slow down and use caution.
- Golf carts can turn corners very sharply, go slow and keep all four wheels on the ground.
- Use of cell phones and pagers are prohibited while driving a golf cart/utility vehicle. Operator must pull over and stop to make or receive calls.
- 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 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.
- 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 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.
- Golf carts/utility vehicles shall not block exits, entrances, stairs, sidewalks, fire hydrants, fire lanes or handicap ramps.