



# W&J CAMPUS AND PUBLIC SAFETY

## W&J COLLEGE

### GOLF CART/UTILITY VEHICLE PROCEDURES

**Date: 6/18/2020**

#### **OBJECTIVE**

The objective of this policy is to reduce the risk of accident and injury or death associated with the operation of golf carts and utility vehicles on, within, or around W&J campus grounds. By ensuring that golf carts and utility vehicles are operated only by qualified drivers and are in proper and safe working order, risk of accidents, injuries, or death is reduced.

#### **POLICY**

All operators of W&J golf carts and utility vehicles will abide by this policy. Failure to adhere to this policy may result in discipline and/or prosecution for violation of law.

Any cart/UTV and any driver operating one as an emergency vehicle including by CPS staff during an emergency, police, fire, or EMS personnel is exempt from this policy.

#### **Operators**

All drivers/operators of W&J owned or leased golf carts and utility vehicles shall possess a valid driver's license and must complete the W&J training program (defined herein) prior to operating a golf cart or utility vehicle.

No person will operate a privately owned golf cart or utility vehicle on, within or around W&J campus grounds without permission from the Director of Campus and Public Safety or the Director of Facilities Services.

All staff who operate W&J golf carts and utility vehicles do so at the direction of their department head or supervisor. Drivers/operators are responsible for notifying their supervisors regarding any safety or maintenance concerns in a timely fashion.

No one shall operate any W&J cart/UTV while under the influence of alcohol, drugs, or prescription medication.

## **Golf carts and utility vehicles**

Golf carts may be either electric or gasoline motor driven and generally are constructed for transportation of passengers. Utility vehicles (UTVs) are gasoline motor driven and constructed for transportation of passengers and hauling of equipment or materials. Either may also be used for maintenance duties.

Golf carts and utility vehicles will be routinely inspected by qualified W&J staff, vendors, factory or dealer representatives, or qualified mechanics. Vehicles shall be immediately removed from service if conditions are found that impair the safe operation of the cart/UTV or the safety of the driver/occupants. Necessary and proper repairs will be made prior to the cart/UTV being put back into service.

Campus and Public Safety may use golf carts to patrol the campus, provide for escorts/transport, and for responding to calls for service or emergencies.

Facilities may use golf carts or UTVs to perform maintenance and custodial duties on campus grounds and may transport other staff, vendors, or contractors as needed.

Other staff and students may use golf carts to transport passengers for and during events on campus.

## **Training and certification**

Operators will be trained in the operation of golf carts, utility vehicles, or both. Training for one type does not qualify a driver for the other in that a practical exercise must be done with each type if the individual is to operate both types. Training will be completed annually\* and shall consist of:

- 1) A review and acknowledgement of this policy.
- 2) Watching the instructional video. Go to <https://www.trainingnetworkknow.com/home>. Log in with the username [wjcollege@hmig.com](mailto:wjcollege@hmig.com). The password is **HMIG2014**. Navigate to Safety, Transportation Safety, Driving Safety, and then the utility cart safety video (5 minutes). The direct link is [https://www.trainingnetworkknow.com/Topics/Safety/Transportation-Safety/Driving-Safety-\(Non-DOT\)/Beyond-Safe-Driving-Utility-Cart-Safety](https://www.trainingnetworkknow.com/Topics/Safety/Transportation-Safety/Driving-Safety-(Non-DOT)/Beyond-Safe-Driving-Utility-Cart-Safety).
- 3) Preparation for a practical exercise by reviewing with an instructor how the golf cart and/or utility vehicle is powered, the main purpose of the cart and/or UTV, a review of the equipment and controls on the cart or UTV including steering, brakes, emergency/parking brake, refueling or recharging, the accelerator, lights including headlights, brake lights, and warning lights if equipped, the bed or dump if equipped\*\*, passenger restraints if equipped, winch or tow hooks if equipped\*\*, doors/handles/locks, key/ignition, windows if equipped either removing/installing or winding down, chocking of wheels when necessary such as during loading or unloading or on an incline or decline or for maintenance, refueling or recharging\*\*, limitations of each vehicle on types of terrain, weather hazards such as wet grass or pavement, risk of roll over or passengers falling out.

- 4) A practical will be done with an instructor as a passenger. The instructor will observe the driver and will be sure they are competent in each area. A practical must be done for each type of vehicle the individual may operate; for instance a demonstration that the person can safely operate a golf cart and a demonstration they can also safely operate a UTV.
- 5) The practical will consist of the following: starting and turning off the vehicle, engaging the parking brake, braking in general, the gears and how to engage each (F, N, R), steering in general, use of lights including warning lights if equipped, moving forward, forward slow and then speed up, negotiating wide and sharp turns, moving in reverse using mirrors and looking back, traveling up an incline and down a decline.

\*A driver may be required to go through additional training and certification if that individual has been involved in an accident or near-miss or there is a credible report made to the employee's supervisor or to CPS indicating the individual was operating a cart/UTV in violation of this policy or in an unsafe manner.

\*\*Staff only

### **Prohibited**

The person who is operating a cart/UTV shall be responsible for it.

No one will wear ear phones of any type while driving/operating a cart/vehicle.

No one will talk on a cell phone, send or receive text messages, or otherwise be distracted while operating a cart/UTV.

Carts/UTVs will not be parked blocking any legally parked car, roadway, sidewalk, walkway, entrance or exit door, ramp, fire hydrant or fire lane, or any emergency equipment such as an emergency phone.

Carts/UTVs will not be parked in or blocking a handicap parking spot or access point.

Carts/UTVs will not be left unoccupied while the key is left in the ignition or while the motor is running.

Carts/UTVs shall not be operated in a manner that may endanger passengers, pedestrians, other members of the campus community or property i.e. no driving on landscaping, bumping into bollards, at high speed, etc.

Carts/UTVs shall be operated at safe and manageable speed at all times.

The number of passengers shall not exceed the number of seats.

Load capacity shall not exceed the manufacturer's recommendation or rated limit.

No intentionally driving over high objects or curbs.

Carts/UTVs will not be operated in low light conditions or darkness unless they are equipped with working headlights and the headlights are on.

Passengers shall keep hands and feet inside the cart/UTV at all times.

Generally, driving upon grass is prohibited.

### **Operating requirements**

W&J golf carts and UTVs will be operated on sidewalks and paved pathways.

Drivers must always yield to pedestrians, cyclists and disabled persons operating manual or motorized wheelchairs.

College golf carts and UTVs are exempt from registration and may be legally operated on roadways for up to one mile. However, it is the policy of W&J College that carts and UTVs will never be operated on roadways so long as a passable sidewalk is available.

Under no circumstances will a golf cart or UTV ever be operated in traffic on East Beau St., Lincoln St., College St., or East Maiden St.

If a cart or UTV is operated on a roadway all traffic laws will be obeyed and drivers will always yield to any other vehicles on the roadway.

Crossing roadways must be done in the shortest, quickest, and safest way possible. Usually from access ramp to access ramp in a perpendicular, right angle route is best.

### **Accidents**

Accidents include any unintentional contact with any person, object, property, or vehicle with a W&J cart/UTV whether it is in motion or not, any loss of control over a cart/UTV while it is being operated or not, or any incident during which a person is injured in some way involving a cart/UTV.

Any and all accidents must be reported to your supervisor immediately. CPS must be notified as soon as possible. CPS will respond to the scene to investigate and document the accident, whether or not any person involved is injured.

No one involved in the accident should depart the scene until CPS has investigated, unless due to a serious or life-threatening injury.

No carts/UTVs or other vehicles involved in an accident shall be moved until CPS has responded and investigated.

Any injury must be reported to your supervisor, the investigating CPS Officer, and Human Resources.