



### **Golf Cart/Utility Vehicle Safety and Operations Program**

Golf carts are involved in a number of accidents each year, resulting in property damage, personal injury, and death. It is our policy to protect our employees, equipment, facilities, and grounds. There are specific guidelines that must be followed for safe operation of golf carts. Only employees who have been successfully trained at this facility are permitted to operate the golf carts. A valid state driver's license is preferred to be trained and authorized in operating a golf cart.

#### **1.) Introduction – Purpose & Scope**

The effective date of this program is June 1, 2011.

This program provides guidelines for the operation of electric or gas-powered carts, golf carts and similar type utility vehicles on Benedictine University (hereafter “BenU”) campus property to reach the desired campus location. This program establishes proper safety procedures and practices, which will promote safe operations and provide our students, faculty, staff, and visitors a safe environment.

The purpose of this program is to define who may operate a cart, the required training for cart drivers, and when carts may be used, which includes, but may not be limited to:

- Transporting persons with physical disabilities
- Transporting items long distances that are too large/bulky to be carried by hand
- Transporting BenU guests
- Responding to emergency situations
- Providing access to areas where a licensed vehicle may have difficulty navigating
- Avoiding damage to sidewalks, landscaping or other property that may occur with traditional licensed road-use vehicles

#### **2.) General Guidelines**

All members of the BenU community, including faculty, students, staff, contractors and vendors, and all carts used on campus are governed by this program. This program does not apply to construction contractors using carts within the perimeter of a construction site, but does apply at all other times while traveling on the BenU campus. All cart drivers must meet the following criteria and are subject to the following requirements before operating a cart on BenU property:

- Possess a valid U.S. driver's license and be at least 18 years of age.
- Have knowledge and comply with all State of Illinois motor vehicle laws and all applicable local laws related to the use of carts on sidewalks.
- Approval to operate a cart is the same as for any licensed vehicle. Approved drivers shall immediately notify their supervisors if and when their driver's license is suspended or revoked.
- Successfully complete a Cart Safety Training Program and sign an acknowledgement to confirm training participation.

Any failure to adhere to this program, including failing to follow all motor vehicle laws and safe driving practices, may result in appropriate disciplinary action or suspension/revocation of the cart driver's privileges. This includes common safe practices and courteous operations recognizing that the carts will be operated where pedestrian, bicycle and vehicular traffic is common.

Other State laws or local ordinances may apply to the use of golf carts and other motorized transportation devices. It is the responsibility of the driver to know, understand, and adhere to all applicable laws, ordinances, and rules. The cart driver and/or the driver's department are responsible for any fines, fees, or penalties arising out of any violation of law, ordinance, policy or program.

All golf and utility carts used at BenU are subject to minimum safety equipment/design specifications that include:

- No fewer than four wheels touching the ground/roadway at all times.
- All equipment must be in good working order.
- The cart must be equipped with a "Slow Moving Vehicle" sign clearly visible from the front and rear.
- The rear must have a reflective triangle, including trailers attached to a cart.
- If operated after dusk and before dawn, headlights, taillights and brake lights (2 of each).
- A horn, if available, with an activation button/switch within reach of the driver.
- The vehicle must have an ignition/on-off key to prevent unauthorized use.
- Parking-brake with adequate strength to hold the cart at least a 15-degree angle.
- An audible (at least 80 decibels at 10 feet) back-up alarm when placed in reverse.

### 3) Starting and Running Unit

- Turn key to the ON position.
- Move the direction selector, located on the seat support panel next to your right leg, to the direction desired. For forward (F) move the selector toward you; for reverse (R) move the selector toward the passenger. The Neutral position is in the middle.
- Release the parking brake if it is set. Depressing the lower section of the brake pedal, rather than the accelerator pedal, is the preferred method of releasing the parking brake.
- Slowly depress the accelerator pedal to go.
- If the engine is cold, it may require the use of the choke. Depress the accelerator pedal about half-way or until the starter just begins to operate. Pull the choke out. Accelerate slowly and push the choke in completely when the engine runs smoothly.
- When the accelerator pedal is released, the vehicle stops. To stop more quickly, depress the brake pedal.
- To change directions, bring the cart to a complete stop before changing the direction selector.

### 4) Cart Driver Rules

Carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of other vehicles and pedestrians. In congested pedestrian areas, operators must either park or reduce speed and proceed at a pace consistent with that of pedestrians. **Pedestrians shall be afforded the right-of-way at all times.** Pedestrians as defined in this document refer to: persons walking, jogging, inline skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.

Carts shall be operated in accordance with the following specific rules:

- Make sure that you understand all operating instructions, all vehicle controls and instrumentation, warnings, and precautions. Read, understand, and observe all labels on the vehicle. If you do not understand something or are unfamiliar with a control, contact your supervisor or the grounds manager before operating the vehicle. (Note: “Warning” on a label is pointing out a hazardous condition that could result in severe injury or death.)
- Use extreme caution in areas where pedestrians are, or may be, present. Realize that children are attracted to machine activity – stay alert to the presence of children and never assume that children will stay where you last saw them.
- Yield right of way to pedestrians.
- Special care shall be taken while driving carts through parking lots to observe traffic and vehicles pulling in/out of parking spaces. Carts should be operated at speeds of less than 10 miles per hour in parking lots.
- Maintain safe distances from other vehicles and pedestrians.
- Maintain a clear view of the direction of travel at all times. Use extreme caution when approaching blind or sharp turns. Reduce speed and sound horn, if available, at intersections, corners, and in areas with objects that may block your vision.
- Reduce speed before turning. Avoid sharp turns.
- Travel at speeds that will permit the golf cart to stop safely at all times, under all road and weather conditions. Reduce speed to compensate for poor terrain or conditions. Limit traffic on grassy areas.
- Drive slowly on wet or slippery surfaces, including wet grass.
- Travel straight up and down slopes if they cannot be avoided. Release accelerator and apply brake pedal to control speed on hills. On hills, it is possible for golf carts to coast at faster than normal speeds. To prevent loss of control, limit speeds to no more than the maximum speed on level ground.
- Do not drive across, up or down slopes greater than 14 degrees, or a 25% grade.
- Always operate golf carts in a responsible and safe manner. Use good common sense and prudent driving practices.
- Do not operate equipment if you are under the influence of drugs, alcohol, or prescription medications that may affect your judgment.
- All occupants in the vehicle shall keep hands, arms, legs and feet within the confines of the cart while it is in motion.
- Carts should operate and park only on hard surfaces unless the cart is specifically designed for and used for grounds maintenance, bulk transport, or personal assistance.
- Carts shall be parked and/or operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.
- Unless loading or unloading cargo or passengers, carts shall not be parked within 20 feet of the entrance or exit of any building, except at loading docks. At no time should a parked cart block the ingress or egress to any building.
- Carts will not be parked:
  - In fire lanes.
  - In handicap parking spaces (unless proper permit is acquired).
  - In reserved parking spaces (other than those spaces reserved for carts).
  - In any manner that would impede the normal flow of pedestrian traffic.
  - On sidewalks or ramps that would impede handicap accessibility.

- Carts shall not be driven through covered walkways (breezeway) except under the following circumstances:
  - Emergencies, medical, police or safety operations.
  - In order to provide maintenance service at a location in a specific building to which equipment and supplies, but not people, are being transported to the work site.
  - To provide transportation for individuals with disabilities.
- Reduce speed before passing through gates or overhead doors.
- Any piece of equipment is considered unattended when the operator is 25 feet or more away from the vehicle which remains in view, or whenever the operator leaves the vehicle and it is not in his view. Unattended golf carts must be secured by:
  - Setting the parking brake
  - Moving direction selector to the 'F' (forward) position.
  - Turning the power OFF
  - Removing the key, especially if children, fans, players, or other non-university employees may be in the area. Note: If key switch is left ON, even with the parking brake set, depressing the accelerator inadvertently may release the brake, cause the vehicle to move, and could cause severe injury or death.
- Carts shall only be operated within the confines of campus.
- In the event a cart is decorated for a special event, the decorations must be securely attached in a manner that will not cause damage or obstruct the driver's vision in any direction.
- Each driver shall be responsible to provide timely notification of safety and maintenance concerns to the supervisor of the department to which the cart is registered. The supervisor will contact Facilities for repairs.
- Report anyone you observe operating a golf cart in an unsafe manner.
- All accidents involving carts shall be reported immediately to the supervisor of the department to which the cart is registered and a report shall be filed with Campus Safety at the time of the accident. Regardless of whether property or personal injury occurred, accidents should be reported to the Office of the Emergency Preparedness Manager.
- Employees shall not operate carts registered to other departments unless approval has been granted by the supervisor or the department to which the cart is owned.
- Never exceed the maximum load capacity recommended by the manufacturer, either by number of occupants or weight of the passengers and load.
- Carts shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.
- No loose clothing and shoes must be worn at all times (no open toes or heels).
- Drivers may not wear headphones, use cell phones or use/operate any other device that may cause a distraction.
- Drivers of carts that are not equipped with turn indicators shall use appropriate hand signals.
- The cart batteries should never be used to jump-start other vehicles, used to power other devices, or removed for any reason other than to perform maintenance or replacement by a person trained and authorized to perform such work. Never attempt to check or add fluid/electrolyte to a battery.

## 5) Driver Training

All cart drivers must view a Utility Cart Safety Training video prior to operating a cart. Any person currently operating a cart as of the effective date of the program will have 30 days to complete the required training. Each department should maintain proof that the cart driver has completed the required training and a copy of the certificate will be filed with the Office of the Emergency Preparedness Manager.

## Appendix A: Golf Cart/Utility Vehicle Driver Quick Reference

This document is a supplement, not a replacement, to the Golf Cart/Utility Vehicle Safety and Operations Program. This document is designed as reference only, and does not satisfy the training course required by the Golf Cart/Utility Vehicle Operation Program.

While driving a golf cart/utility vehicle, the safety of yourself and others shall be your top priority. Responsible driving requires concentration, sound judgment, and common sense on your part. Please review the following safety rules to be followed when operating this potentially dangerous vehicle:

- 1) Only authorized drivers are allowed to operate carts following approval by their supervisors and BenU. No one else is authorized to drive the cart. Do not allow anyone to borrow the cart.
- 2) Familiarize yourself with the controls used to start, stop, park, accelerate, and backup the cart. If the cart is not operating properly, park in a safe location, remove the key and any valuables, and notify your supervisor immediately.
- 3) Never operate the cart under the influence of drugs or alcohol that may impair your driving ability. If you are taking prescribed pain medication that makes you drowsy or if you are impaired in any way, tell your supervisor and do not drive the cart.
- 4) If using a non-electric cart, the key must be removed from the ignition before fueling the cart. Failure to do so may result in personal injury or property damage.
- 5) Blocking entrances to buildings, stairways, fire exits, disability ramps or main thoroughfares is prohibited.
- 6) **Pedestrians have the right of way on campus.** Carts must yield to pedestrians at all times.
- 7) The number of occupants may not exceed the recommended level for the cart. One passenger is permitted per seat and all passengers are required to sit in seats. No riding on backs, front, or sides of carts is permitted.
- 8) Keep your arms, legs, and head inside the cart at all times, unless using your left hand and arm to indicate turn and stop signals.
- 9) Warn your passengers of bumps in the road, obstacles, etc. that may cause the cart to bounce, swerve or react in a manner that could cause a passenger to be surprised.
- 10) Secure and properly store all equipment and supplies to prevent objects from falling out or striking people.
- 11) Use caution when driving downhill; reducing speed and avoiding sharp turns.
- 12) Obey all traffic regulations - observe all stop signs and traffic signals.
- 13) Allow for extra travel time and stopping distance when roads are wet or slick from the weather.
- 14) When finished with the cart, remove the key and return it to the proper contact person so other employees can use the carts as needed.

15) The use of cell phones, headphones or other devices that could limit hearing or cause a distraction while operating the cart is prohibited.

16) No loose clothing and shoes must be worn at all times (no open toes or heels).

17) Make certain the parking brake is applied and whenever possible, park in a manner that will not allow the cart to move if the parking brake were accidentally released.

18) Carts will not be parked:

- In fire lanes.
- In handicap parking spaces (unless proper permit is acquired).
- In reserved parking spaces (other than those spaces reserved for carts).
- In any manner that would impede the normal flow of pedestrian traffic.
- On sidewalks or ramps that would impede handicap accessibility.

19) Remove the keys when leaving the cart unattended.

20) Report any accidents immediately to the Campus Safety (630-829-6122) and/or the Office of the Emergency Preparedness Manager (630-829-6364).