

Golf Cart and Utility Vehicle Policy

Intent:

To ensure the safe operation and use of Golf Cart/Utility Vehicles at the UW-Eau Claire campus to make sure all operators are aware of the hazards that may exist. These guidelines are designed to assist in preventing damage or injuries that may occur while operating these types of vehicles, and ultimately prevent injuries or property damage.

Scope:

This policy applies to all employees, faculty, staff, and student employees driving, or supervising the operation of golf carts/utility vehicles.

Definitions:

Golf Cart: A motor vehicle that is designed and manufactured for recreational or work purposes that is not capable of exceeding speeds of 15 miles per hour.

Utility Vehicle: A motor vehicle designed and manufactured for general maintenance, security, and landscaping purposes, but does not include any vehicle designed or used primarily for the transportation of persons or property on a street or highway.

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Procedures

Golf Carts/Utility Vehicles may be used by employees and contracted vendors to fulfill their duties such as transport equipment and people, patrol the campus grounds, make deliveries, and support campus maintenance activities.

Responsibilities

Risk Management, Safety and Sustainability (RMSS)

Step	Responsibilities
1	Be responsible for ensuring the development & implementation of this policy.
2	Provide necessary resources as available to carry out the program.
3	Provide the appropriate training for employees.
4	Assist supervisors with compliance of this policy.

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Supervisors

Step	Responsibilities
1	Obtain a signed copy of the Utility Vehicle Acknowledgement Form from each employee and authorized student in their department, who operates a golf cart/utility vehicle. See Appendix A. Acknowledgement Form
2	Ensure that drivers are licensed and have successfully completed the approved golf cart/utility vehicle safety training prior to operating the vehicle.
3	Ensure that each employee in their department, who operates a Golf Cart/Utility Vehicle, is properly advised of this policy.
4	Ensure drivers must have a valid driver's license with a satisfactory driving record and an updated drivers' authorization on file with their supervisors.
5	Ensure golf carts/utility vehicles are operated properly and that repairs are made as needed.

Department

Step	Responsibilities
1	Ensure that all golf carts/utility vehicles and operators in their unit comply with the requirements of this policy.
2	Ensure that all equipment on the golf cart/utility vehicle is working properly and that the golf cart/utility vehicle is taken out of service when there are deficiencies that could contribute to an unsafe condition.
3	Ensure that golf carts/utility vehicles are routinely inspected and maintained by the Facilities Vehicle Maintenance.
4	Ensure Golf Cart/Utility Vehicle is parked in designated parking areas.

Operators

All golf carts/utilities vehicles must be operated in a safe and responsible manner. At a minimum, the following guidelines must be followed:

Step	Responsibilities
1	No one under the age of eighteen (18) will operate a Golf Cart/Utility Vehicle.
2	Complete Golf Cart/Utility Vehicle safety training prior to operating a golf cart or utility vehicle.
3	Maintain a valid driver's license.
4	Responsible for any parking tickets or fines related to driving violations when the vehicle is under the operator's supervision or control.

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5	Operators are not permitted to drive while under the influence of alcohol, illegal drugs, or medications that may impair driving.
7	Cell phone usage while driving a Golf Cart/Utility Vehicle is prohibited.
8	Golf carts/utility vehicles should be operated on the roadways when they are not performing tasks that require them to be on the turfs or sidewalks.
9	Allow pedestrians the right-of-way at all crosswalks, walkways, and inner campus roadways.
10	Operators and passengers must fasten their seatbelts, if equipped, while the golf cart/utility vehicle is in motion.
11	Ensure that all occupants in the vehicle keep hands, arms, legs, and feet within the confines of the vehicle always when it is in motion.
12	DO NOT smoke nor allow passengers to smoke in any university vehicle, including vapor smoking.
13	Vehicle insurance: It is the 3 rd party's responsibility to carry auto insurance on any non-State-owned vehicle. Board of Regents of University of Wisconsin System doing business as University of Wisconsin- Eau Claire should be listed as an additional insured.

Safe Operating Procedures

Operate Golf Carts/Utility Vehicles in compliance with the manufacturer's instructions and warnings and driven at a safe speed given the operating conditions.

Step	Action
1	Seat belts, if available, must be worn by the driver and all passengers, while the golf cart/utility vehicle is in motion.
2	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.
3	Golf carts/utility vehicles must comply with posted speed limits, stop signs, and other traffic control regulations.
4	Parking is allowed only in designated Service or Golf cart/utility vehicle parking areas, to be determined by UWEC Parking Department. Golf carts/utility vehicles shall not block fire hydrants, fire department connections, or obstruct fire lanes
5	Any time a golf cart/utility vehicle is left unattended, the ignition must be turned off, the key removed and in the possession of the driver.

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6	When approaching pedestrians, use extreme caution and give pedestrians the right of way.
7	Be cautious of the following hazardous conditions: a. Slippery sidewalks, roadways, or other surfaces due to rain, ice, sand, or oil. b. Heavy pedestrian traffic or pedestrians using cell phones or headphones. c. Reduced visibility due to weather conditions.
8	Intersections and Crosswalks a. Operators must come to a complete stop before crossing a roadway or proceeding through intersecting sidewalks/other areas that have blind spots. b. Operators must stop utility vehicles at all blind intersections and sound horn, if equipped, before proceeding. c. Operators may cross roadways only at pedestrian crosswalks by slowly driving alongside the pedestrian crosswalk (do not drive within the marked pedestrian crosswalk).

Training Program

Training will be coordinated by Risk Management, Safety and Sustainability with the affected departments.

Step	Actions
1	Student Employees: Upon implementation of this policy, all student workers must complete Golf Cart/Utility Vehicle training (on-line training in SafeCollege LMS). Thereafter, returning student workers will be required to review the policy and sign the Acknowledgement Form . All completed forms shall be maintained by immediate department.
2	Faculty & Staff: In departments where carts are used on a regular basis, the operators are recommended to complete Golf Cart/Utility Vehicle training annually (on-line training in SafeCollege LMS).

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Appendixes

A. [Golf Carts/Utility Vehicles Acknowledgement Form](#)

Related Information:

49 CFR Part 571.500, [Low-speed vehicles](#)

Wisconsin DMV Official Government, [Low-speed vehicle \(LSV\)](#)

Clark University, [Golf Cart & Utility Cart Policy](#)

Administration:

Approval Details

Approval Authority:	49 CFR Part 571.500, Low-speed vehicles Wisconsin DMV Official Government, Low-speed vehicle (LSV)
Approved By:	<i>Brian N. Drollinger</i>
Approval Date:	09/13/2022
Version no:	V1.0
Date of next Review:	The practice directive and procedure review should be scheduled annually from the approval date.

Revision History

Version	Revision Date	Description of changes	Author
2.0	08/05/2022	Procedure Established	Chaizong Lor

Contact Person/Department

Contact Person:	Brian Drollinger, Director of Risk Management, Safety & Sustainability
Keywords:	Golf Cart and Utility Vehicle Policy