



## **Golf Cart/Utility Vehicle Operation Policy & Procedures**

### **Purpose**

To establish standards for to the safe operation and use of Golf Cart/Utility Vehicles at Florida Institute of Technology.

### **Background Information**

Departments at Florida Institute of Technology provide Golf Cart/Utility Vehicles to employees so they may fulfill their job related duties. Golf Cart/Utility Vehicles are used to transport equipment and people, patrol the campus grounds, and for campus maintenance activities. This policy establishes consistent standards regarding:

- Vehicle Operating Standards,
- Department & Driver Responsibilities,
- Operator Requirements & Standards
- Golf Cart/Utility Vehicle Condition and Standard Safety Features, and
- Accident Reporting Procedures.

Compliance with these standards will ensure the safe operation of these vehicles for the campus community; including Golf Cart/Utility Vehicle drivers, vehicle operators, cyclists, and pedestrians.

### **Policy**

Golf Cart/Utility Vehicles owned by Departments at Florida Institute of Technology may only be used for official department/University business by university employees, student employees, and university approved volunteers who are associated with a university department. Golf Cart/Utility Vehicles may not be used for personal business such as unauthorized home-to-office travel, which will be considered vehicle misuse.

Knowledge of and compliance with applicable state laws, rules, regulations and policies are the responsibility of the driver and noncompliance may result in suspension of user privileges.

Tampering with or altering any mechanical system including speed regulator may result in losing your cart driving privileges and/or possible disciplinary action up to and including discharge.

## **Procedures**

### **Vehicle Operating Standards**

Golf Cart/Utility Vehicle operation is governed under Florida Statutes and operators are subject to the rules of the road, including stopping, turning and safe operation. Golf Cart/Utility Vehicle operators observed in violation of these rules can be cited by the police. Florida Tech Security has been tasked with enforcing these statutes on campus.

- Drivers must have a valid Florida drivers' license with a satisfactory driving record, an updated drivers' authorization on file with the Florida Tech Risk Manager and no major traffic offenses.
- Golf Cart/Utility Vehicles are to be operated at speeds no greater than 10MPH or as safety concerns demand. Operators should always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the Golf Cart/Utility Vehicle safely.
- Golf Cart/Utility Vehicle operators will stop at all "blind intersections" and then proceed with caution.
- Golf Cart/Utility Vehicles will be operated only within the confines of Florida Tech property.
- Golf Cart/Utility Vehicles are not to be driven on any landscaped area unless it is the only available way to gain access to the specific area where work is being performed. If the Golf Cart/Utility Vehicle must be on a landscaped area in order to allow a pedestrian(s) the proper right-of-way, it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear.
- Golf Cart/Utility Vehicles will be operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways. In that respect, Golf Cart/Utility Vehicles will be operated on service drives and roadways whenever possible, rather than on sidewalks designed primarily for pedestrian use.
- Golf Cart/Utility Vehicles will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians.
- Pedestrians will be given the right-of-way at all times.
- Golf Cart/Utility Vehicles will not be parked:
  - in Fire Lanes
  - in DMV Disabled Parking
  - in Reserved Parking
  - within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic

## **Florida Tech Administrative Responsibilities Supervisor Responsibilities**

- Supervisors will assure that each employee in their department, who operates a Golf Cart/Utility Vehicle, is properly advised of this policy.
- Supervisors are responsible for obtaining a signed copy of the **Golf Cart/Utility Vehicle Safety Guidelines Acknowledgement form** from each employee in their department who operates a Golf Cart/Utility Vehicle, attesting to the employee's knowledge and understanding of, and agreement to abide by, the Golf Cart/Utility Vehicle policy. This signed Acknowledgement must be completed and placed in the employees personnel file, with a copy given to Risk Management, prior to the employee driving a Golf Cart/Utility Vehicle.
- Drivers must have a valid Florida drivers' license with a satisfactory driving record, an updated drivers' authorization on file with Florida Tech Risk Management (and in the administrative unit), and no major traffic offenses.
- Departments should provide a minimal amount of hands on training prior to an employee driving a Golf Cart/Utility Vehicle.
- Departments will implement procedures for the control of Golf Cart/Utility Vehicles registered to them. Such procedures may include the use of a "sign-out log" for keys.

## **Employee/Operator Requirements & Standards**

- No one under the age of eighteen (18) will operate a Golf Cart/Utility Vehicle.
- Golf Cart/Utility Vehicle operators are responsible for the security of ignition keys during the time that a Golf Cart/Utility Vehicle is assigned to them. Any time a Golf Cart/Utility Vehicle is unattended, the ignition will be turned off, and the key will be removed from the ignition and kept in the possession of the authorized operator.
- Golf Cart/Utility Vehicle operators are not permitted to drive while wearing devices that impede hearing, e.g., stereo headsets, earplugs, etc.
- All passengers must be in seats designed for such use. No passengers are allowed to be transported in the truck beds or on the sides of Golf Cart/Utility Vehicles.
- Cell phone usage while driving a Golf Cart/Utility Vehicle is prohibited.
- Employees will not operate Golf Cart/Utility Vehicles registered to other departments unless the supervisor of the department to which the Golf Cart/Utility Vehicle is registered has granted prior approval.

## **Golf Cart/Utility Vehicle Condition and Standard Safety Features**

- Golf Cart/Utility Vehicles owned by Florida Tech Departments will be equipped and maintained with working headlights, and taillights (two red lights, one each located on the opposite sides at the rear of the Golf Cart/Utility Vehicle that stay on during night operations).
- Golf Cart/Utility Vehicles' physical condition should appear to be new condition (no dents, dings, cracked fenders, etc.)
- Golf Cart/Utility Vehicles purchased prior to 8/1/2005 or Golf Cart/Utility Vehicles donated for events without headlights and/or taillights are to be used only during day time operations.
- Electric turn signals are required for night time operation; hand signals suffice for day time operation.
- Golf Cart/Utility Vehicles will not be modified in any manner that affects the recommended mode of operation, speed or safety of the Golf Cart/Utility Vehicle.

## **Golf Cart/Utility Vehicle Maintenance Responsibility**

- Each Golf Cart/Utility Vehicle operator is responsible for providing timely notification of safety and maintenance concerns to the supervisor of the department to which the Golf Cart/Utility Vehicle is registered.
- Facilities Management –Transportation Division will be responsible for seeing to the timely repair of such concerns and, if the Golf Cart/Utility Vehicle cannot be operated safely without said repairs taking place, the Golf Cart/Utility Vehicle will be taken "out of service" until the repairs are completed.
- Facilities Management –Transportation Division will be responsible for providing a preventative maintenance program for all Golf Cart/Utility Vehicles and will notify department of ownership for scheduling of maintenance service to their vehicles.
- The department of ownership is responsible for the cost of maintenance of the Golf Cart/Utility Vehicles.
- The department of ownership is responsible for the cost of repairing damage to the Golf Cart/Utility Vehicle caused by regular use or an unpreventable accident.
- The department of ownership is responsible for the cost of repairing damage to the Golf Cart/Utility Vehicle caused by misuse, abuse or a preventable accident.
- The department of ownership is responsible for maintaining the Golf Cart/Utility Vehicles' condition so that the cart/vehicle's appearance looks to be in new condition (no dents, dings, cracked fenders, etc.)

## **Accident Reporting Process**

- All accidents involving a Golf Cart/Utility Vehicle will be reported immediately to the supervisor of the department to which the Golf Cart/Utility Vehicle is registered, Risk Manager, (ext 7340), Campus Security, (ext 8111), and Facilities Management -Transportation Division, (ext 8038), regardless of whether property damage or personal injury occurred.

## **Policy Variance Procedure**

- If a department administrator believes that a variant of a portion of the Golf Cart/Utility Vehicle is warranted, she or he shall submit their request, in writing, for a variance to the Risk Manager. If the Risk Manager determines that the requested variance is in line with the spirit of this policy, a variance may be granted. If such a variance is granted, the Risk Manager will inform the Security and Transportation Departments that such a variance has been granted and provide them with the rationale for the variance.

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**Florida Institute of Technology  
Golf Cart/Utility Vehicle Safety Guidelines Acknowledgement Form**

Employee Name (print): \_\_\_\_\_

ID Number: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

DL#: \_\_\_\_\_ State: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

By signing below I acknowledge that: (please check all that apply)

\_\_\_\_\_ I have read and understand the Golf Cart/Utility Vehicle Safety Guidelines

\_\_\_\_\_ I understand the hazards associated with driving a Golf Cart/Utility Vehicle and agree to abide by the safety guidelines.

\_\_\_\_\_ I have been provided with the opportunity to ask questions related to these guidelines.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date

**The completed form is to be kept on file in the Risk Management Office.**

Risk Manager  
150 W. University Blvd  
Melbourne, FL 32901  
(321) 674-7340