FLORIDA TECH

SAFETY OPERATING PROCEDURES AND RULES FOR GOLF CARTS AND UNIVERSITY-OWNED VEHICLES

DRIVING IS A FULL-TIME JOB

Concentration is one of the most important elements of safe driving. The driver's seat is no place for day dreaming, mental napping, window shopping, scenic viewing or distracting conversation. Nor is it a place for a person who is ill, worried, angry or in grief. Driving is a full-time job. There have been too many accidents after which the driver (if he or she survived) said, "I don't know what happened." *(From the Florida Driver's Handbook)* DRIVING IS A PRIVILEGE. The state of Florida considers the operation of a motor vehicle a privilege—not a right—which one must earn by proving that he or she is a good driver. One must not abuse the privilege or else risk losing it.

PEDESTRIANS, SKATEBOARDERS AND BICYCLISTS

It is the driver's responsibility to do everything possible to avoid colliding with any pedestrians, skateboarders and bicyclists. At any nonsignalized intersection, marked mid-block crossing or driveway, cart operators must yield to pedestrians wishing to cross the street or driveway. At signalized intersections, before making any turn, motorists must yield to pedestrians, skateboarders and bicyclists.

OPERATORS

1. All operators must possess a U.S. valid driver's license. New employees must obtain a valid Florida license within 60 days of commencing employment at the university.
2. Employees, student operators or anyone else using or attempting to use a cart on campus shall attend a training session. Training sessions will be conducted by the Facilities Office and/or the Department of Security. They will be issued a card indicating they have completed the course.
3. All operators of carts must have a U.S. valid driver's license in their possession while operating a cart, as well as a valid Identification card and certification of training kept in their personnel record.
4. All operators shall operate the cart at speeds in a safe manner as determined by the traffic in which they are operating.

CARTS

1. All carts must be equipped with head lamps, tail lamps, parking brakes, rearview mirrors, windshields and vehicle identification numbers. Golf carts/utility vehicles purchased prior to Aug. 1, 2005, or golf carts/utility vehicles donated for events without headlights and/or taillights are to be used only during daytime operations.
2. All carts must be in good operating condition with safe tires.
3. Carts may not be operated off campus, on public roads or streets. This does not prohibit carts from crossing a road or street at an intersection, protected by traffic signals or crosswalks. Off-campus locations include:
   - South of L3Harris Commons
   - North of Southgate Blvd. (past Southgate Apartments on the north side)
   - Past Columbia Village on Babcock Street side
   - Roberts Hall on Country Club Road
   - Athletics Annex (next to the Alumni House)
   - Vassar Street (past CAPS)
   - South of the athletic fields and L3Harris Village
   - Mary Star of the Sea/Newman Hall
   - Babcock Oaks/Bisk College of Business

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OPERATION OF CARTS

1. All carts shall be brought to a complete stop at all stop signs. A complete stop means a complete cessation of movement. The operation of the cart will only commence again when the movement can be made in complete safety to the operator and others.
2. Carts can only be driven on sidewalks, parking lots or traffic ways owned by the university. They are not to be driven on the roadways or bicycle lanes.
3. When operating on university roadways, the cart shall be operated on the farthest right side of the roadway.
4. Carts shall not pass slower moving carts. Care should be taken when driving a battery-powered cart vs. gas-operated cart, as speeds vary.
5. If you are operating a slower moving cart and you observe another cart approaching from the rear, you may allow it to pass by moving to the curbside and waving it forward.
6. Carts shall not be "revved" up before placing them into gear. This operation will damage the transmission. Place the lever into gear, then depress the gas pedal.
7. The operator shall keep his or her arms and hands inside the cart to prevent injury.
8. The operator shall use two hands on the steering wheel.

DRIVER AND PEDESTRIAN SAFETY

Right of Way

All Florida Tech vehicles and carts on campus shall give the right of way to all pedestrians, bicyclists and skateboarders. Every individual must do everything possible to avoid an accident.

Crosswalks

1. The driver of a vehicle shall stop and remain stopped at any crosswalk where signage indicates to allow a pedestrian, bicyclist or skateboarder to cross. All vehicles must yield to all pedestrians, bicyclists and skateboarders who are in the crosswalk on their side of the road or if the pedestrian approaching from the other side is close enough to be in danger. Pedestrians should look both ways before stepping into a crosswalk to be sure drivers see them and are going to stop.
2. When traffic control signals are not in place or operation, and there is no signage indicating otherwise, the driver of a vehicle shall yield the right of way, slowing down or stopping for pedestrians, bicyclists or skateboarders upon half of the roadway which the vehicle is traveling.
3. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

Backing Up

1. Carts are equipped with an audible sound that warns that the golf cart has been switched to "reverse." However, where the automobile reverse gear provides a low speed, the golf car is able to proceed at its full speed even in reverse.
2. When backing up, please follow these guidelines:
    a. Look first to see that you will not interfere with traffic flow or endanger pedestrians. Special care should be used when backing out of busy parking areas.
    b. Switch to "reverse" before depressing the accelerator pedal. This should turn on an audible warning in a properly equipped and maintained golf cart.
    c. Proceed slowly backwards, continuing to be watchful.
    d. Move into a position parallel with the nearest traffic lane before moving forward.

Stopping

1. More accidents occur at intersections than any other place. You should exercise extreme caution when approaching any cross street or road. Look all directions, and beware of all that is around you, such as skateboarders, bicycles, pedestrians and vehicles.
2. If you are required to stop and exit your vehicle or cart anywhere on campus, it must not block sidewalks, handicapped areas, fire lanes or zones, other vehicular or cart traffic ways.

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Blind Spots

1. Blind spots are areas near the left and right rear corners of your vehicle that you cannot see in your rearview mirrors. Before you move sideways to change lanes on an expressway or to pass on any road, turn your head to make sure these areas are clear.
2. Required signals may be given by hand and arm or by signal lamps or devices. Most carts are not equipped with electric turn indicators, hence drivers must use arm signals. When doing so, the arm should be fully extended, and the driver should check visually to make sure his or her signal is observed.
3. Enclosing a cart in curtains against inclement weather does not relieve the operator from the responsibility of proper signaling.

PASSENGER SAFETY TIPS

1. Passengers and drivers should always keep their feet inside the golf cart while it is in motion.
2. Moreover, passengers should have both feet planted firmly on the floor while the golf cart is moving.
3. For extra stability, a passenger should sit with his or her right hip against the right arm of the seat.
4. A passenger should be aware of traffic conditions. A sharp, unexpected turn can throw a rider from the golf cart with serious consequences.
5. On turns and fast straight-aways, the passenger should grasp with his or her hand the right arm of the seat.
6. Carts shall be occupied by the operator and one passenger for every cart bench seat and no more than two passengers for every bench seat thereafter.
7. At no time will any person, skateboarder or bicyclist be allowed to hang on or "ride" on the back or side of the cart.
8. A cart shall never be used to "jump start" another vehicle due to the potential for battery damage or explosion.

SPEEDING

Carts are not known for their racing qualities. Electric carts with their fixed battery and electric motor combination seldom can reach more than about 12 miles per hour. Over smooth and level roadways, progress at this speed can seem agonizingly slow. Newer carts and carts that have been modified have the potential to reach speeds of over 25 miles per hour. Such speeds are well below the limits set for automobile operation. The danger for cart users is in the limited safety features of cart design:

- No restraint system for passengers. No seat belts, no metal shell surrounding the passenger and little to hold on to.
- High turn angle.
- Lower braking friction.
- Higher center of gravity relative to cart width.

All of the above puts cart riders at significant risk, especially at brisk speeds. At 24 miles per hour, the momentum of the human body is four times the force experienced at 12 miles per hour. Even at 6 miles per hour, the cart passenger has difficulty staying in the cart in an abrupt left turn. A collision at 24 miles per hour would be like dropping from a second-story window. Carts going fast are also at the mercy of uneven pavements and could be thrown against a parked or passing car.

Adding to occupant danger at any speed is the tendency to leave a leg or foot outside of the cart while it is in motion. Many serious injuries are reported from unexpected catching on the ground or a stationary object.

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ACCIDENTS

CRASH DEFINED—By the United Stated Department of Highway Safety: An incident involving a moving vehicle (in this case a car, truck, van or cart). Includes collisions with a vehicle, object or person (except suicides) and derailment/left roadway. Occurrence in a sequence of events that produces unintended injury, death or property damage. Accident refers to the event, not the result of the event. (NSC1)

1. If you are in a crash while driving, you must stop. If anyone is hurt, you are required to render assistance and request help. Call Florida Tech Security at ext. 8111 or 321-674-8111. You must also give your location, name and any additional information to the dispatcher as well as provide the same to the law enforcement officer or security officer. YOU WILL BE REQUIRED to show your driver's license to the officer who arrives on site.
2. Report the crash immediately to Florida Tech Security. You must also notify your department head and Facilities as necessary.
3. Move your cart if it is blocking the flow of traffic. If you cannot move it yourself, you must get help. This is true anytime your vehicle is blocking the flow of traffic, whether it has been involved in a crash or not.

CRASH INVOLVING AN UNATTENDED VEHICLE

If, while driving, you hit an unoccupied vehicle or damage any object that belongs to someone else, you must notify the owner. Report the crash immediately to Florida Tech Security at ext. 8111 or 321-674-8111, 24/7. Give the owner your name, address and cart number and the department you work for. You are also required to report the crash to your department.

NIGHT DRIVING

Driving at night poses additional challenges for operators of carts. Their low profile and lack of automobile lighting make night-time recognition more difficult. For those reasons, the following requirements must be adhered to:

1. Carts and vehicles being operated from sundown to sun up shall utilize headlights. Rear lights shall also be activated.
2. Care shall be taken when approaching intersections, stop signs and oncoming traffic.
3. At nighttime, you shall reduce your speed to less than the posted 10 mph speed limit.
4. Carts without headlights and/or tail lights may only be driven between dawn and dusk.

INATTENTIVE OPERATION

This is often called careless driving, daydreaming or negligent driving. This occurs when you are not paying attention and, as a result, wreck the cart.

HAND SIGNALS

LEFT **RIGHT** **STOP**