

Cart/Utility Vehicle Safety Policy

Environmental Health & Safety Policy PS 08 01

I. **INTRODUCTION** (Purpose and Intent)

This policy provides guidelines for the use of electric or gas-powered carts and/or similar utility type vehicles (golf carts) on all campuses of the University. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty and staff.

II. **STATEMENT OF POLICY**

A. All members of the University community are governed by this policy (students, staff, faculty and contractors/vendors). All operators of carts must meet the following criteria before operating a cart on property under the jurisdiction of the University of North Carolina at Pembroke:

- 1) Possess a valid driver's license. Each department will maintain on file, a statement signed by each employee who has been authorized to operate golf/utility carts, attesting to their knowledge and understanding of the University Golf/Utility Safety Policy.
- 2) Know and adhere to the State of North Carolina motor vehicle laws.
- 3) Successfully complete Cart Safety Training Program (operator's training will include signing a statement of understanding). The Office of Safety and Health will provide this training.

Note: UNCP employees who will be operating carts are required to obtain a North Carolina driver's license within thirty (30) days after: commencement of such employment or notice that they will be operating a cart as part of their job duties. Full-time out-of-state students who have a valid driver's license from their state of residence are exempted from the requirement of obtaining a North Carolina driver's license for only that period of time allowed by North Carolina law. Individuals who do not have a valid state issued driver's license will be issued a special University permit, if their duties involve driving University golf/utility carts on campus. The Office of Safety and Health will issue this permit.

B. The safe operation of carts is paramount. Failure to follow this policy, render common practices or courtesies, or follow rules of the road for the State of North Carolina, could result in citation, appropriate disciplinary action, and/or suspension of operator's cart driving privileges.

C. All new cart acquisitions must meet the minimum safety features found in National Highway Safety and Traffic Administration (NHSTA), Standard 500 (49 CFR Part 571.500), hereafter "Standard 500." As of the effective date of this policy, the purchase of used, remanufactured, or transferred (from another University department) carts not meeting Standard 500 is prohibited. Contractors and other non-affiliated departments/companies, corporations, etc. carts must meet Standard 500. A copy of Standard 500 will be made available from the Safety Office upon request.

D. Standard 500 carts must be maintained so that all original equipment safety features are kept in good working order.

E. The following outlines procedures for the safe operation of carts:

- 1) Supervisors must monitor and ensure that all persons operating carts have been instructed in the safe operation of carts and have attended the Cart Safety Training Program.
- 2) Golf carts intended for use between dusk and dawn, regardless of operation speeds, shall be equipped with headlights and taillights.
- 3) Carts are restricted to designated University roadways and/or sidewalks. In most cases, sidewalks are to be used while right-of-way is to be rendered to all pedestrians. Note: Operators are to use due caution in crosswalks. Carts using pedestrian crosswalks do not

have the right-of-way. SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.

- 4) Supervisors shall assure that golf carts are operated in accordance with the manufacturer's recommendations. Golf carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
 - 5) The operator must report any accidents to the University Police (UP) and to the operator's supervisor. UP will forward cart accident information to Safety and Health Office for processing.
 - 6) Cart operators are to use extreme caution at all times.
 - 7) All extremities (arms, feet, and legs) are to remain inside the confines of the cart while the cart is in motion.
 - 8) Operators may choose to wear earplugs for hearing protection, but may not wear headsets while operating carts. Headsets may cause distractions and may result in accidents.
 - 9) Operators are prohibited from operating carts on roadways outside the boundaries of the University, with the exception being for satellite buildings associated with the University (i.e. the West Office Complex).
 - 10) Operators are prohibited from operating carts inside, under, or through the confines of University buildings.
 - 11) Cart operators are to be diligent and pay particular attention to the needs of disabled persons, whose vision, hearing or mobility may be impaired.
 - 12) Carts are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the cart's recommended carrying or load capacity. Observe the limit of two (2) occupants per seat rule.
 - 13) The name of the University department, and University identification number (provided by Facilities Operations at the department's expense) must be displayed prominently on University-owned carts. Contractors and other non-affiliated departments/companies, corporations, etc. must display company name and vehicle identification number (VIN) on their carts at the owner's expense.
 - 14) Cart operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in carts.
 - 15) Operators must park carts away from heavily traveled pedestrian areas (entrances and exits), keeping off the grass and/or landscaped areas.
 - 16) Cart operators are not to block the path nor limit pedestrian access on walkways.
 - 17) Carts are not allowed to drive on the bridge that spans the Water Feature.
 - 18) University-owned carts are to be used for University business only. The use of these golf carts to transport passengers other than those directly involved in servicing University buildings and facilities is prohibited. University-owned carts shall not be loaned to outside agencies/groups for off-campus use without the written permission of the owning department's supervisor and approval from the Office of Safety and Health.
- F. All current cart operators must also attend the Cart Safety Training Program and have completion of training documented. Operators failing to attend and/or complete Cart Safety Training could be given a citation, have appropriate disciplinary action taken, and/or be subject to suspension of operator's cart driving privileges.
- G. University-owned carts are to be maintained in accordance with manufacturer and Facilities Operations' recommended service schedule.
- 1) Repairs and regular maintenance are the responsibility of the department owning the cart. The departments are financially responsible for all repair and maintenance costs (labor, parts, and supplies). The department is required to keep all preventative maintenance and repair records related to the cart; however, for those services provided by Vehicle Maintenance, Vehicle Maintenance will keep such records.
 - 2) Departments are responsible for keeping all original equipment and safety features in good working order.

H. Personally-owned carts are prohibited from operating on University property. However, special consideration will be given to ADA accommodations.

III. RESPONSIBILITIES

A. Department Heads, managers and supervisors:

- 1) Ensure that all operators receive training by the Safety Office
- 2) Ensure that all operators read this policy. Supervisors shall maintain written documentation that this has been done.
- 3) Monitor the driving habits of employees
- 4) Take appropriate disciplinary action against operators who fail to comply with this policy
- 5) Comply with the provisions of this policy

B. Operators:

- 1) Operate all carts in a responsible and safe manner
- 2) Familiarize himself or herself with the provisions of this policy
- 3) Comply with the provisions of this policy
- 4) Attend golf cart safety training, as required

C. Safety Office will:

- 1) Coordinate University-wide compliance with this policy and facilitate training, administer the written test, and retain the necessary documentation
 - a. Cart safety training shall include, but is not limited to, the following information:
 - i. The policies and procedures that outline this program
 - ii. Responsibilities of those involved in the program
 - iii. Proper conduct for driving the cart, while obeying safety regulations
- 2) All training is to be documented and include the operator's name, instructor's name, date of training, brief outline of the training, and copies of the written test.

IV. CART IDENTIFICATION

All carts shall display highly visible signage that provides a means to identify the cart owner. This may be accomplished by putting the name of the department on the cart. An individualized identification number or letter must identify the operator(s). Anyone (including coworkers) who observes reckless or inappropriate operation of the cart has a duty to notify the cart owner and/or operator's supervisor.