

**University Golf Cart and Other Motorized Carts Safety Policy
#1150.030**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
December 18, 2012	November 24, 2020	Division of Operations and Safety/Environmental Health & Safety

POLICY STATEMENT

This policy applies to all low speed and utility vehicles such as, but not limited to, golf carts, mules, or gators owned, leased, or operated on University premises, by University employees, volunteers, contractors, vendors, or agents. The use of the word “golf cart” applies to all such vehicles.

Any person who accepts the privilege of operating a golf cart on University premises is deemed, by so doing, to have the knowledge, training and skill to safely operate this vehicle and shall be fully accountable for their actions and the consequences thereof.

The safe operation of golf carts on University premises requires conscientious application and adherence to the minimum standard of care prescribed by this policy.

Golf carts shall be operated in accordance with the requirements of this policy at all times. Violations and warnings will be issued to employees who violate this policy. Vendors and contractors will face sanctions appropriate to the terms of their contract with the University. Departments will receive violation warnings when a golf cart is not occupied and parked in non-designated parking areas. After a department receives more than two violation warnings, the operator of the golf cart that caused the infraction will have their privileges revoked for a period of thirty days. If the operator continues to violate the policy, additional disciplinary action will be administered.

SCOPE

This policy applies to all FIU students, staff, faculty, contractors, vendors and visitors operating golf carts or slow-moving vehicles on FIU Sites.

REASON FOR POLICY

To establish a University-wide standard for the safe operation of golf carts on FIU sites and to prevent accidents an injury to employees, students, and the FIU community.

TERM	DEFINITIONS
Slow Moving Vehicle (SMV) or Low speed Vehicles (LSVs)	SMV is a vehicle with a top speed greater than 20 MPH, but not greater than 25 MPH. LSVs may only be operated on streets where the posted speed limit is 35 MPH or less
Operator	Individual that has met all requirements to use and operate a SMV or LSV

ROLES AND RESPONSIBILITIES

Deans, Directors, & Department Heads

- Shall assure that all golf carts and operators within their units comply with the requirements of the University Golf Cart and Other Motorized Carts Safety Policy (hereinafter “Golf Cart Safety Policy”).
- Shall assure that each golf cart owned, leased, or operated by their department which is used on University premises is scheduled for, and receives quarterly preventive maintenance service at the Department of Vehicle Services. Preventive maintenance servicing shall include verification of the presence and proper operation of various safety features and adjustment of the setting for “speed governors”, based on the University’s speed limits.
- Shall assure that everyone who has been assigned to operate golf carts or who would reasonably be expected to operate a golf cart within the course and scope of their employment or service to the University complies with the following:
 - Receives appropriate training, Golf Cart Safety Training, prior to commencement of responsibility to operate golf carts.
 - Complies with and signs the Operator Golf Cart Information Acknowledgement Form.
 - Sends individuals found to be in noncompliance to remedial training.
 - Implement procedures for control of golf carts registered to their department. Such procedures may include the use of a “sign-out log” for key control.
 - When an operator’s privilege has been revoked, the department is responsible for ensuring that the operator does not drive the golf cart until that operator has successfully completed remedial training and received their recertification from the Department of Environmental Health and Safety.

Golf Cart Operator

- Shall drive defensively and responsibly at all time.
- Shall be knowledgeable regarding the requirements of the Golf Cart Safety Policy.
- Shall acknowledge responsibility and accountability for compliance with the Golf Cart Safety
- Policy by completing the Operator Golf Cart Information Acknowledgement Form.
- Shall attend golf cart safety training as required (online and hands-on).

Office of the Controller/Purchasing Services

- Shall assure that requisitions for the purchasing of golf carts are accompanied by an appropriately completed University Vehicle Justification Form.

Environmental Health & Safety (EH&S)

- Coordinate University-wide compliance with the University Golf Cart Safety policy by providing golf cart safety training (online and hands-on)
- Maintain records of all trained employees
- Investigate, report, and communicate any misuse of state vehicles (parking, moving, etc.). Administratively revoke golf cart operation privileges for those individuals/departmental units found to be in violation of the policy.
- Work with department units and FIU Human Resources to address repeat offenders of the policy.

Parking and Transportation

- Issue citations for any parking infractions within FIU property.
- Provide citation reports to EH&S for tracking and notification purposes.

University Police

- Issue citations for any operational and parking infractions, in accordance with state law and FIU policies.
- Provide citation reports to EH&S for tracking and notification purposes

RELATED RESOURCES

The Florida Status 2012:

- Title XXIII: Motor Vehicle
- Chapter 316, Florida Statutes: State Uniform Traffic Control
- Florida Statutes §316.2122 Operation of low-speed vehicle
- Florida Statutes and Titled pursuant to Chapter 319

- Florida Department of Safety and Motor Vehicles (Guide to Owning Low Speed Vehicles)

University Golf Cart and Motorized Carts Safety Procedure #1150.030a

CONTACTS

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HISTORY

University Golf Cart Safety Policy 15.9

Initial Effective Date: December 18, 2012

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): April 8, 1999; December 18, 2012; November 24, 2020



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PROCEDURE STATEMENT

The University Golf Cart Safety Standard is an integral component of this procedure and is based on the following 2012 Florida Statutes requirements regarding the ownership operation and maintenance of low speed vehicles:

- Title XXIII: Motor Vehicles Chapter 316, Florida Statutes: State Uniform Traffic Control Fla. Stat. §316.2122
- Operation of a low-speed vehicle on certain roadways. The operation of a low-speed vehicle, as defined in Fla. Stat. §320.01(42), on any road is authorized with the following restrictions:
 - A low-speed vehicle may be operated only on streets where the posted speed limit is 35 miles per hour or less.
 - A low-speed vehicle must be equipped with headlamps, stop lamps, turn signal lamps, tail lamps reflex reflectors, parking brakes, rear view mirrors, windshields, and vehicle identification numbers.
 - A low-speed vehicle must be registered and insured in accordance with §320.02, Florida Statutes, and titled pursuant to Chapter 319, Florida Statutes.
 - Any person operating a low-speed vehicle must have in his or her possession a valid driver's license.
 - A county or municipality [or the Florida Department of Transportation] may prohibit the operation of low speed vehicles on any road under its jurisdiction if the governing body [or the Florida Department of Transportation] determines that such prohibition is necessary in the interest of safety.

UNIVERSITY GOLF CART SAFETY STANDARDS

1. Golf carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all time. Care and courtesy shall be applied for all persons with disabilities including persons in wheelchairs, with service animals or any type of mobility assistance device.
2. Golf carts operators shall avoid all walkways less than six feet wide. The recommended speed on walkways is 5 mph or less and in a congested area, the speed shall be no faster than pedestrians walking in the same area.

3. Golf carts operation is governed under Florida Statutes and operators are subject to the "rules of the road" regardless of whether carts are being operated on sidewalks or roadways, including stopping, turning, and safe operation. Golf cart operators observed in violation of these rules will be cited by the University Police, the Department of Environmental Health and Safety and/or the Department of Parking and Transportation.
4. Golf cart operators will observe all Florida vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
5. Golf cart operators must have a valid driver's license with a satisfactory driving record, and updated driver's authorization on file with no major traffic offenses. Authorization to operate a golf cart is contingent on the possession of a valid Florida driver's license. Employees shall immediately notify their supervisor when their driver's license is suspended or revoked even on a temporary basis. In addition, drivers shall carry their Golf Cart Issued Certification Card.
6. Golf carts shall be operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.
7. Users shall not circumvent traffic or red lights by detouring through a walkway.
8. No individual shall ride in the carriage/cargo area of a golf cart nor hanging or grabbing off the side of a golf cart while under operations.
9. Golf cart operators shall be responsible for the security of ignition keys for the period that a cart is assigned to them
10. Golf carts shall be operated within the confines of University premises only.
11. Any individual or entity who is not an employee, agent or volunteer of the University, who wishes to use University golf carts shall seek written permission from the supervisor of the department to which the vehicle is registered, and approval from the Department of Environmental Health & Safety.
12. Supervisors shall assure that golf carts are operated in accordance with the manufacturer's recommendations and this policy. Golf carts shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.
13. Any golf cart intended to be operated more than 15 miles per hour shall be equipped

with specific safety features that include, but are not limited to seat belts, windshields, headlights, and rear-view mirrors. All speed limits shall be observed at all time.

14. All golf carts, regardless of the operating speed, shall be equipped with headlights, brake lights, turn signals, a windshield and roof mounted strobe lights.
15. All golf carts shall be equipped with strobes and back-up alarms.
16. Golf carts equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
17. Employees shall not operate golf carts owned by other departments unless approval has been granted by the supervisor of the department/unit to which the golf cart is registered.
18. Golf carts shall be inspected prior to use. Each operator and department have the responsibility of making sure:

The vehicle is in proper working condition before being used. As applicable, the visual inspection shall include, but not limited to:

- a. Assure vehicle is unplugged from the battery charger before operating
 - b. Windshield is clean and in good condition for good visibility
 - c. Brakes (pedal pressure) and emergency brake
 - d. Both taillights (shall be in good working condition)
 - e. Working horn
 - f. Assure that mirrors are in good condition
 - g. Turn signals are functional
 - h. Assure that back-up light or back-up beeping device is working
 - i. Headlights high and low beam are functional
 - j. Tires: check tread and inflation
 - k. Assure proper fluid levels: gas, oil, etc.
 - l. Seat belts shall be in good condition, when applicable
 - m. Ensure cart has a roof mounted strobe light if intended to be used between dusk and dawn
19. Operator shall report any mechanical failure, such as discharged battery, flat tires, gas shortage, etc. to Vehicle Services for towing and repair. Operators shall not attempt to do any repair work on broken golf carts. This includes jump starting, battery failures shall be reported to Vehicle Services; trained mechanics will provide road service. Vehicle shall be turned in immediately to maintenance for replacement of damaged or missing safety devices. Each operator shall be responsible to provide immediate notification of safety and maintenance concerns to the supervisor of the department to which the vehicle is registered.

20. Charger for low speed electric vehicles must be plugged directly into a ground fault interrupter receptacle. The use of extension cords is not acceptable, as per the State Fire Marshal's regulations.
21. Operators of golf carts which are not equipped with turn indicators shall use appropriate hand signals.
22. Each golf cart operated on University premises shall bear the "HOW IS MY DRIVING" sign, affixed in a highly visible location on the rear of the vehicle.
23. Each golf cart operated on University premises shall bear the "Slow Moving" emblem (orange/red triangle) affixed in a high visible location on the rear of the vehicle. The emblem shall be visible from 500 feet during night and day.
24. Each golf cart shall bear the "GOLF CART SAFETY INSTRUCTIONS" sign, affixed in a highly visible location inside the vehicle which includes the defined approved route, golf cart free zones and designated parking and loading area locations.
25. All accidents involving golf carts shall be reported to the supervisor of the department to which the vehicle is registered, and to the University Police. Accident reports shall be sent to the Department of Environmental Health and Safety for review, tracking, possible issuance of warning violation and filed as appropriate.
26. Use of earphones, eating, texting, or the use of any device that may hinder the proper and safe operation of golf carts are prohibited.
27. Golf carts may not be driven while under the influence of medications that cause drowsiness or other substances that may alter reaction time to the driver.
28. Golf carts shall not be driven through buildings, breezeways, covered walkways, landscaped areas, or golf cart free red zones as identified on the map. Golf carts shall not be driven through the Green Library breezeway or any other building except under the following circumstances:
 - a) Police or medical emergency
 - b) To provide maintenance service to a location in a specific building or grounds to which large amounts or heavy equipment and supplies, but not people, are being transported to the work site
 - c) To make a delivery of large amounts or heavy materials that cannot be otherwise transported
29. Golf carts shall be operated in accordance with the following specific rules:
 - a) Golf carts shall not be parked within 20 feet of the entrance or exit of any building,

- except at loading docks and
- b) in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic in heavily traveled areas. This includes persons in wheelchairs or mobility assistance devices. In addition, golf carts shall not park in the following areas: fire lanes, handicap parking, metered parking, on sidewalks or ramps that would impede handicap accessibility.
 - c) Operators shall not stop (bring a golf cart to rest for any period) in the middle of roads and walkways.
 - d) Golf carts may be driven on sidewalks designated golf cart parking.
 - e) Operators shall stop golf carts at all blind intersections and sound their horns before proceeding.
 - f) Golf carts shall not be parked only where streets and/or parking lots are not available. Golf carts are not permitted in any red zones as identified on the maps.
 - g) Golf carts shall be locked and secured especially overnight with cable and locking mechanisms.