



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
UNIVERSITY GOLF CART AND OTHER MOTORIZED CARTS SAFETY PROCEDURES	December 18, 2012	1150.030a

PROCEDURE STATEMENT (R*)

Deans, Directors &
Department Heads

Shall assure that all golf carts and operators within their unit 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 each individual 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.

Supervisors shall 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. The Department of Environmental Health and Safety can provide assistance to the department to establish such procedure.

When an operator's privilege has been revoked, the department is responsible for ensuring that the operator does not drive the golf cart until that operator has been to remedial training and received their recertification from the Department of Environmental Health and Safety.

Golf Cart Operator:

Shall drive defensively and responsibly at all times.

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.

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
and Safety:

Shall coordinate University-wide compliance with the University Golf Cart Safety Policy by providing golf cart safety training.

Maintain records of all trained employees, complaints reported on operators and all incidents.

Monitor and enforce the policy by issuing violation warnings to operators and revoking privileges for a period of thirty days for those who have received in excess of two warnings. Issue violation warnings to departments for golf carts found parked in a non-designated area. If operator continues to violate the policy, additional disciplinary actions will be recommended to the Department of Human Resources. Vendors and contractors will face sanctions appropriate to the terms of their contract with the University.

Send communications to department heads regarding any violations and to the appropriate Vice Presidents of all revoked privileges and incidents.

Parking and Transportation and
University Police:

Will issue violation warnings to individuals found in noncompliance. Warnings will be sent to the Department of Environmental Health and Safety for tracking purposes and to communicate to the appropriate department.

The University Golf Cart Safety Standards, Instructions and Acknowledgement Form are an integral component of this Safety Procedure and are set forth below for reference and review purposes.

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 times. 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 if and 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. Golf cart operators shall be responsible for the security of ignition keys for the period that a cart is assigned to them.
8. Golf carts shall be operated within the confines of University premises only.
9. 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.
10. 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.
11. Any golf cart intended to be operated in excess of 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 times.
12. All golf carts, regardless of the operating speed, shall be equipped with headlights, brake lights, turn signals, a windshield and roof mounted strobe lights.
13. All golf carts shall be equipped with strobes and back-up alarms.
14. Golf carts equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
15. 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.
16. 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 tail lights (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

17. 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.
18. 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.
19. Operators of golf carts which are not equipped with turn indicators shall use appropriate hand signals.
20. 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.
21. 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.
22. 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.
23. 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.
24. Use of ear phones, eating, texting, or the use of any device that may hinder the proper and safe operation of golf carts are prohibited.
25. 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.
26. 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. In order 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. In order to make a delivery of large amounts or heavy materials that **cannot be otherwise transported**

to a specific location in a building

- d. In order to assist a handicapped individual
- e. Conducting a pre-approved University tour

27. 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 designated golf cart parking.
- b. Operators **shall stop** golf carts at all blind intersections and sound their horns before proceeding.
- c. Golf carts **shall not** be parked 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.
- d. Operators **shall not** stop (bring a golf cart to rest for any period of time) in the middle of roads and walkways.
- e. Golf carts may be driven on sidewalks only where streets and/or parking lots are not available. Golf carts are **not** permitted in any red zones as identified on the maps.

28. Golf carts shall be locked and secured especially overnight with cable and locking mechanisms.

GOLF CART SAFETY INSTRUCTIONS

- **SAFETY FIRST.** Give pedestrians the **right-of-way** at all times.
- Park at loading docks, services areas, and designated golf cart parking spaces whenever possible.
- Do not park in the following areas:
 - Fire lanes
 - Handicap parking spots
 - Metered parking
- Avoid sidewalks whenever possible; only use sidewalks wider than 6 feet.
- All body parts shall be kept inside the vehicle while it is in motion.
- Before starting the vehicle assure it is in neutral and unplugged from the battery charger.
- Check the area behind the vehicle before backing up.
- Observe the limit of maximum occupancy per cart.
- Usage of ear phones, eating, texting or any devices that may hinder the proper and safe operation of golf carts are prohibited by operators of the carts.
- Golf carts may not be driven while under the influence of medications that cause drowsiness, alcohol or other substances that may alter reaction time to the driver.
- Slow down before and during turns. All turns shall be executed at reduced speeds.
- All occupants shall remain seated and secure while the vehicle is in motion.
- Towing/pulling bicycle and skateboard riders is prohibited.
- When vehicle is to be left unattended, turn the key to “off” position. Remove the key and engage hill brake.
- Always consider the terrain, existing vehicles and pedestrian traffic conditions as well as environmental factors that may affect your ability to operate the vehicle safely.
- Avoid sudden stops or change of direction that may result in loss of control.
- Brake to control speed when traveling down an incline.

OPERATOR GOLF CART SAFETY INFORMATION ACKNOWLEDGEMENT FORM

This form shall be completed by the employee prior to assignment to operating a golf cart

Employee Name: Enter name here
Panther ID: Enter Panther ID here
Phone Number: Enter phone number here.
Department: Enter department name here.
Name of Supervisor: Enter supervisor name here.

By signing the below I acknowledge that:

(Check all that apply)

- I have read the Golf Cart Safety Policy and Procedure
- I understand the terms and conditions of the Golf Cart Safety Policy and Procedure
- I have been provided with the opportunity to ask questions related to the Golf Cart Safety Policy and Procedure
- I have attended/I have been scheduled to attend the Golf Cart Safety Training
(Date attended/scheduled):[Click here to enter a date.](#)
- I possess a valid Florida driver's license

Employee Signature

Date

Supervisor Signature

Date

NOTE: EH&S will keep this form on file for a minimum of 3 years.

REASON FOR PROCEDURE (O*)

To establish a University-wide standard for the safe operation of golf carts on University premises.

RELATED INFORMATION (O*)

University Golf Cart and Other Motorized Carts Safety Policy (Policy No. 1150.030)

DEFINITIONS (R*)

A golf cart, as used in this policy, is defined as a University owned low speed or utility vehicle 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. Golf carts are intended for use on University premises only.

HISTORY (R*)

University Golf Cart Safety Policy 15.9 – Revised: April 8, 1999; Revision Date: December 18, 2012.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Florida International University
Division of Finance and Administration

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Department of Environmental Health & Safety
Campus Support Complex, 162
11200 S.W. 8 Street
Miami, FL 33199
Telephone: (305) 348-2621

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this procedure online provides complete contact information.

FORMS/ONLINE PROCESSES (O)

University Golf Cart Safety Standards
Golf Cart Safety Instructions Sign
Operator Golf Cart Safety Information Acknowledgement Form
FIU Golf Cart Accessibility and Parking Map – Modesto A. Maidique Campus
FIU Golf Cart Accessibility and Parking Map – Biscayne Bay Campus
FIU Golf Cart Accessibility and Parking Map – The Engineering Center
For acquisition and maintenance of golf carts refer to: Acquisition, Assignment and Use of University Vehicles, Policy No. 540.005

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

***R = Required**

***O = Optional**