

GOLF CART & UTILITY VEHICLE OPERATION SAFETY POLICY

Purpose:

To ensure the safe operation of golf carts and utility vehicles at Randolph College, to make all operators aware of the hazards that exist, and to prevent damage or injury that may occur while operating such vehicles.

Statement of Policy:

It is the policy of Randolph to provide faculty, staff, students (from Athletics and Information Technology Departments only), and volunteers with a safe working environment. This policy and training guide regulates the use of golf carts and utility vehicles on the Randolph campus. Safe working practices are important and safety is everyone's responsibility.

Driver Qualifications:

1. Operators must possess a valid Driver's License and must be able to provide proof. If driver's license is revoked or suspended for any reason, he/she must immediately contact his/her direct supervisor and the Director of Safety and Security. Foreign driver's licenses will not be accepted.
2. All operators must participate in the golf cart/utility safety training noted in this policy, including the road test, prior to operating any golf cart or utility vehicle.

Vehicle Operations:

***Note: The words cart and vehicle will be synonymous with each other in this document.*

1. Operators will not exceed 10 MPH, depending on the terrain and weather conditions.
2. Never exceed the number of seats for the number of passengers (no more than 2 persons per bench seat).
3. Do not exceed the recommended load capacity for the vehicle (includes number of passengers and weight of cargo).
4. No modifications shall be done to the vehicle without the approval of the manufacturer.
5. No vehicles will be operated between sunset and sunrise without headlights, tail lights/brake lights.
6. Charging of electric carts and fueling of gas powered carts will be done in a well-ventilated area clear of any ignition sources.
7. Do not block emergency exits or equipment.
8. Pedestrians have the right of way; carts must yield to pedestrians on sidewalk. If approaching pedestrians, reduce speed to avoid incidents.
9. Operators are prohibited from using cell/iphones, ear buds, or headsets while operating cart.
10. Driver and passengers must remain seated while vehicle is in motion.
11. Driver and passengers must keep hands, arms, legs, and feet within the confines of the vehicle while in motion.
12. Reduce speed when turning or passing through openings and when approaching intersections.
13. Never back-up without looking to see what is behind the cart.
14. No college vehicle may be operated by anyone under the influence of illegal drugs or alcohol. (Employees are subject to disciplinary action up to and including termination for their conduct and actions while alcohol or drug impaired.)
15. All incidents of personal injury or property damage must be reported to the College (Director of Safety & Security and/or immediate supervisor) immediately. Such reporting is necessary to assure that all facts of the incident are available, should unexpected claims be received at a later date.

GOLF CART & UTILITY VEHICLE OPERATION SAFETY POLICY

16. All incidents will be reviewed and investigated by the Director of Safety & Security and/or designee in a timely manner.
17. Drivers are responsible for reporting receipt of all traffic citations immediately and are personally responsible for paying all traffic penalties.

Responsibilities:

Employees operating carts have specific responsibilities for ensuring that these vehicles are operated in a safe manner pursuant to College guidelines and maintained in accordance with the manufacturer's guidelines.

Employees are responsible for:

- Inspecting the vehicle prior to operation using the Pre-Operational Checklist and documenting any problems.
- Successfully completing all of the golf cart/utility vehicle safety training.
- Reporting any incidents to his/her immediate supervisor or the Director of Safety & Security.
- Never leaving key in vehicle when unattended.
- Engaging parking break when parked.

Supervisors are responsible for:

- Ensuring that drivers are licensed and have successfully completed the approved golf cart safety training prior to operating the vehicle.
- Monitoring drivers to ensure they are following policy.
- Taking timely corrective action for any employee infractions for this policy.
- Ensuring carts are operating properly and that repairs are made as needed.

Training:

Training is a critical component to ensure safe driving and operation. Driver retraining and/or recertification may be required periodically when specific or repeated incidents with vehicle damage and/or personal injury occur.

This training applies to all personnel of the College, including faculty, staff, students, and volunteers or contract employees acting as agents of Randolph College.

The Campus Safety and Security Department is responsible for oversight of golf cart and utility vehicle operational training.

Training includes:

- Review of the Golf Cart Utility Vehicle Operations Safety Policy
- View Golf Cart Utility Vehicle Training PowerPoint
- Successfully complete short, written review
- Complete behind-the-wheel review with an appropriate trainer*

*Director, manager, supervisor, or employee who is approved by the Director of Safety and Security to oversee such training.