



## Golf Cart Policy

**Document Number:** RISK-0001

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### ***General Description***

#### **Policy Summary:**

All university students, faculty, staff, vendors, contractors, volunteers, and visitors that operate a cart on University property must adhere to the following rules of operating and maintaining carts utilized on Trinity University property. Violation of these rules may result in disciplinary action.

#### **Purpose:**

To establish procedures for the operation of golf/utility carts on the Trinity University campus to promote safety and prevent injuries and property damage.

#### **Scope:**

Golf/utility cart is defined to include the operation of any electric or gas powered carts, golf carts and similar types of utility vehicles (hereafter “carts”). The scope of this policy applies to, but may not be limited to, the following:

- Courtesy transportation for students, faculty, staff, visitors and persons with physical disabilities.
- General employee use for campus transportation.
- Delivering and transporting items that are too large/bulky to be carried by hand.
- Providing access to areas where road-licensed/use vehicle may have difficulty navigating.
- Avoiding damage to landscaping or other property.
- Special events such as commencement, camps, institutional activities, etc.

All carts operated on university property and all Trinity University students, faculty, staff, vendors and independent contractors, as well as campus visitors are governed by this policy.

#### **Exceptions:**

None.

## **Policy Content**

### **Registration/Approval**

1. Prior to purchasing a golf cart, department requests must be reviewed and approved by the respective Vice President.
2. Each cart should be assigned a number by Facilities Services. This number should be clearly displayed on every university cart on campus via numbers assigned by Facilities Services.
3. Requests to bring a private cart to campus should be submitted for approval to the Vice President of the department's respective area.
4. Students with temporary mobility issues should request temporary use of privately owned/rented carts through Risk Management.

### **Permitted Access and Use of Carts**

1. Effective immediately carts are prohibited from entering the "Pedestrian Only Area", indicated on the attached map.
2. Cart parking is available in Lot A.
3. The Trinity Police Department will continue to access these areas for safety patrols.

### **Applicable State Laws and Ordinances**

1. Cart operators will abide by all applicable State Laws and Ordinances. The use of carts on public roads is prohibited unless authorized by state and local authority. As carts are not considered licensed vehicles for street use they are prohibited from driving on public roads. Only Neighborhood Electric Vehicles are permitted on public roads and streets.

### **Parking and Storage**

1. The ignition key shall be removed when leaving the cart.
2. All carts left outside overnight are to be cable locked.
3. Carts shall be parked in such manner that they do not block or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.
4. Carts will not be parked in fire lanes, handicap parking spaces without a proper permit, in any manner that block the normal flow of pedestrian traffic or building entrances and exits, or on sidewalks or ramps that would impede pedestrian or handicap accessibility.
5. Carts are to be recharged only at designated recharge areas that have been surveyed by Facilities Services for electrical load sufficiency. The use of extension cords from inside buildings to carts is prohibited.

### **Maintenance**

1. Facilities Services is responsible for the maintenance, oversight, storage and issuance of all keys for university carts. However, individual cart operators are responsible for inspecting carts prior to each use (see Safety 3.).

## Training

1. Cart drivers must be Authorized Drivers. Upon Authorized Driver approval from Risk Management, cart drivers must undergo online Cart Safety Training assigned by Risk Management.

## Safety Rules

1. Cart operators shall abide by Trinity University Drug Free Workplace and Alcohol Policies and never operate a cart under the influence of drugs or alcohol.
2. Carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of other vehicles and pedestrians. In congested pedestrian areas, operators must either park or reduce speed to a pace consistent with pedestrians. Pedestrians shall be afforded the right-of-way at all times. This includes persons walking, jogging, bicycling and those in wheelchairs or mobility assistance devices.
3. Carts must be inspected before each use; a pre-trip inspection of brakes, steering, horn, back-up alarm, tire inflation and battery shall be conducted. Inoperable equipment identified must be repaired before operating the cart.
4. Equipment problems or any other cart related problems shall be reported to Facilities Services via Service Request.
5. All occupants in the cart shall keep hands, arms, legs and feet within the confines of the cart while it is in motion.
6. The maximum speed shall not exceed 15 mph.
7. While driving carts through parking lots, special care should be taken to observe traffic and vehicles pulling in/out of parking spaces.
8. Cart operators should not wear headphones, use cell phones or use/operate any other device while driving that may cause a distraction, including text messaging.
9. Carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
10. Do not exceed the passenger limit, seating designation or load capacity as designated by the cart's manufacturer.
11. Drivers of carts that are not equipped with turn indicators shall use appropriate hand signals.
12. Items being transported must be placed in the rear box and/or properly secured. Neither cargo nor passengers shall be placed on the roof of the cart.

## Accident Reporting

1. All accidents involving carts should be immediately reported to TUPD at extension 7070.

## *Attachments*

[Pedestrian Only Area Map](#)

## Related Documents

### Related Documents:

Document Type:	Document Name:	Document Number:
Policy	Authorized Driver Policy	RISK-0002

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## Revision Management

### Revision History Log:

Revision #:	Date:	Recorded By:
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### Vice President Approval:

Name:	Title:
Gary Logan	Vice President for Finance & Administration