

**Loss Control Services – 5 Minute Safety Topic****Campus Utility Vehicle (Golf Carts) Safety Guidelines**

1. All operators shall be at least 18 years old and have a valid Class “C” or passenger automobile driver’s license. Students are not permitted to operate such vehicles. A written record of operator authorization shall be maintained in the employee personnel or other designated file.
2. All operators shall be trained in the safe operation of all campus vehicles prior to first use. Campus vehicles include all electric, hybrid and fuel engine powered utility vehicles operated on District property.
3. Safety belts shall be worn at all times while operating campus vehicles if so equipped from the factory.
4. The electric vehicles are not to exceed the speed of 25 mph, and are not to be operated on paved roads with speed limits that exceed 25 mph.
5. One adult as the driver and one passenger is the maximum capacity for campus vehicles unless factory installed seating is provided for an additional number of occupants. Children under the age of 12 years of age are not permitted as passengers.
6. The operator of the campus vehicle shall take responsibility to inspect each vehicle before first operation on each shift. If a vehicle is found to be unsafe or in need have repairs, notify your supervisor and remove the vehicle from service until it can be properly repaired.
7. Repairs shall be made only by designated and qualified personnel. Maintenance/repair records shall be retained at an authorized location for the life of the vehicle plus three years.
8. Items being transported in campus vehicles shall be carried in the utility space to the rear of the vehicle, if so equipped and be covered with the safety net or otherwise secured against loss or movement.
9. Parking brakes shall be used at all times when vehicle is unattended, and for extra braking if needed during the descent down a sharp grade.
10. Do not park on a sharp incline or slope unless the parking brake is set, front wheels of the vehicle turned to the right (or into the curb or parking stop, where applicable) and the wheels are chocked front and rear.
11. All established traffic regulations, speed limits, and campus policies shall be observed.
12. Campus vehicle operators shall yield to all traffic and pedestrians.
13. Wherever possible, campus vehicles are to be operated as far to the right of the roadway as may be safely possible to allow other vehicles to pass.
14. Double parking or blocking any street or walkway is prohibited.
15. All utility vehicles are to remain on Campus property at all times.
16. All vehicles involved in any mishaps and or accidents shall be reported to the campus administrator immediately. A written investigation report shall be completed within 48 hours.
17. Any violations of campus vehicle policy and procedure shall result in disciplinary action and or the loss of vehicle operating privileges.
18. All inclines are to be descended slowly, and campus vehicles may not be allowed to coast in the neutral position at any time.
19. All operators shall slow down and sound horn at turns and intersections where vision is impaired.
20. Hand signals for turning and stopping shall be used to let other vehicles anticipate your intentions unless equipped with electric turn signals and brake lights.
21. Campus vehicle lights are to be on at all times during the operation of the vehicle.
22. Horseplay or other careless operation of the vehicle is prohibited.
23. Operators and those riding in a campus vehicle may not place any part of their body outside the running lines of the vehicle. Passengers may only ride in parts of the vehicle designed for passenger seating.
24. The driver, when leaving the campus vehicle unattended shall always remove keys or disable the vehicle to prevent unintended movement or unauthorized use.
25. Campus utility vehicles shall park in designated spaces only, never in assigned motor vehicle spaces. Electric vehicles shall park in designated charging areas.
26. Modifications of campus vehicles are prohibited.
27. Electric vehicles shall only be charged using a properly ground 3-prong outlet in a well-ventilated area.
28. Operators assigned to a specific campus vehicle should check the electrolyte levels of the battery on a weekly basis and shall use appropriate protective equipment when performing such checks.

**\* Think About Safety \***