



**Purpose:** The purpose of the Golf Cart and Utility Vehicle Policy is to establish procedures for the safe operation of these vehicles to prevent injuries and property damage.

**Scope:** This policy applies to any user (Faculty, Staff, Student Workers, Community Volunteers, and Contractors) of golf carts and utility vehicles on the Ursinus College campus.

**Definitions:**

**Golf cart** - self-propelled motor vehicle designed and manufactured for the transportation of persons or equipment for sporting, maintenance, or recreational purposes that is not capable of exceeding a speed of 20 miles per hour (PA Title 75, Vehicles).

**Utility vehicle** – vehicles used for maintenance, security, and event support such as John Deere Gators and Kubota utility vehicles.

**Operational Procedures:** Golf carts and utility vehicles ((hereafter “vehicles”) are traditionally used to transverse campus common-areas quickly and quietly. It is widespread practice for them to be used not only for the transportation of persons but for utility purposes as well. They are of significant value to the College for efficiency and economical transportation. **Operators of these vehicles must be a minimum of 16 years old and possess a valid driver’s license.** Supervisors/Department Heads/Advisors are responsible for ensuring operators possess a valid driver’s license. The college has established the following procedures for the safe operation of these moving vehicles.

1. Prior to operation of the vehicle, the operator must check the following items:
  - a. Proper tire condition and inflation.
  - b. Proper operation of brakes.
  - c. Indication of battery fluid leaks such as wet spots under the unit.

If the vehicle needs repair or maintenance, it may not be driven. Operator must contact his/her supervisor or advisor. The department responsible for the vehicle must arrange for service.

2. **Keys must never be left in the ignition when unattended.** When the vehicle is not in use, the operator must place the vehicle control lever in the park or neutral position, remove and secure the key and set the parking pedal brake.
3. Common sense must be used while driving these vehicles. No horseplay is permitted. Anyone found violating safe and proper use of these vehicles will be prohibited from using them until further notice and re-training has been completed.
4. On the campus of Ursinus College, the pedestrian has the right-of-way ALWAYS. Operators of vehicles must permit this right-of-way. If the vehicles are being operated on a sidewalk, the operator must pull off the sidewalk to pass the pedestrians or stop the unit when approaching pedestrians until they pass. Operators must *keep a safe distance from pedestrians always especially those who may be distracted by use of electronic devices and may not be aware of the vehicles.*
5. Vehicles must be operated at a speed equivalent to a well-paced walk and **no faster than 10 mph.** This maximum speed may be subject to the terrain over which it is being driven, the weather conditions, and the total weight of the vehicle and passengers and any equipment being carried.
6. When traveling from one end of the campus to the other, the preferred route of travel is the road that bisects Richter/North and New Hall to avoid pedestrian traffic on the Main brick pathway. The alternate route is the main street side of the main campus buildings.
7. Vehicles may be driven across Main Street if permission is received from the Director of Facilities, Director of Campus Safety, or Director of EHS & Risk Management. Crossing must occur at the cross walks at 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, or 9<sup>th</sup> Avenues only. Once on the other side of Main Street, vehicles must be driven on the sidewalk.
8. Vehicles will not be operated on lawns unless the vehicle is designated for grounds-type work. We ask all drivers to avoid cutting corners. The Grounds staff works hard to maintain these areas.



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9. Vehicles must not to be operated with more passengers than seating is provided.
  10. All occupants in the vehicle must keep hands, arms, legs, and feet within the confines of the vehicle always when the vehicle is in motion.
  11. All occupants must remain seated and hold on while the vehicle is in motion. Operators must ensure all passengers are seated and holding on to the side rails of the vehicle.
  12. When making left turns, operators must use caution and slow down to avoid ejection of passengers on the right side of the vehicle. This is especially important when transporting children in golf carts.
  13. When using the vehicle to carry packages, merchandise, or equipment driver must be careful not to overload the vehicle. It is recommended that loads not extend more than one foot from either side or front of the vehicle.
  14. If employees must ride in the back of the vehicle when the seat is folded down to stabilize equipment, employees must be seated with backs against the cab/seat of the vehicle.
  15. Drivers must adhere to the following safety measures:
    - Make sure there is no person or obstruction behind the vehicle.
    - Never shift gears while the vehicle is in motion.
    - Reduce speed to compensate for inclines, pedestrians, and weather conditions.
    - Maintain adequate distance between vehicles and pedestrian.
    - Approach sharp or blind corners with caution and reduce speed.
    - Use extreme care at building entrances and upon entering/exiting enclosed areas.
    - Not block exits, entrances, stairs, sidewalks, fire hydrants, fire lanes, or handicap ramps.
    - Never use cell phones, radios, or any other electronic devices driving these vehicles.
    - Pull over and stop to make or receive calls or messages.
    - Never operate vehicles while under the influence of alcohol or drugs.
    - Smoking is prohibited in these vehicles.
    - Report all accidents/near misses to your supervisor and Campus Safety. Campus Safety must follow up with the Environmental Health and Safety/Risk Manager.

Additional guidelines may be implemented by individual departments.

**Battery Recharge:** Employees responsible for charging the batteries shall follow the safety rules listed below.

1. No smoking near the recharge station.
2. Only use an approved battery charger to recharge the batteries (designed to shut off automatically when the batteries are fully charged).
3. No recharging near an open flame or source of ignition.
4. Wear eye protection and gloves to clean up spilled battery acid. Pour baking soda on all spilled battery acid before cleaning up spills. Wash skin thoroughly with cool water should the battery acid come in contact with the skin.
5. Disconnect all battery charger cords before using the vehicle.

**Training:** All users of these vehicles must complete the training program on Canvas prior to operation. Hands-on training is required if driver has no prior experience driving these vehicles. Contact the Office of EHS & Risk Management for access to the on-line training program and to arrange for hands-on training.

Re-training is not required unless safe operating procedures have been violated. Anyone found violating safe and proper use of these vehicles will be prohibited from using them until further notice and re-training has been completed.

**Recordkeeping:** Training records will be maintained in the Canvas Learning Management system. A list of trained users shall be maintained by the Office of EHS & Risk Management.



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**Acknowledgement Sheet**

I have read and understand the Ursinus College Golf Cart and Utility Vehicle Policy. If I violate any of the above operational procedures, I will lose my privilege of using a vehicle on campus until further notice and retrained.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
If student, Class Year

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department

Return signed copy to the Office of EHS & Risk Management, Ritter 112.



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**Acknowledgement Sheet**  
(Community Users)

Reminders:

- Only community users that have read the Ursinus College policy, provide a valid driver's license, and sign this acknowledgement sheet, annually, may drive an Ursinus College Golf cart for the pre-approved community event.
- Carts may not be driven on Main Street with the flow of traffic unless the Collegeville Police Department approves. If approved, there must be a registered vehicle in front of and behind the golf cart from the start to end-point. Otherwise, the carts must be transported to the parade site via flatbed truck/trailer or driven up the sidewalk.
- It is my responsibility to ensure that I or only other approved drivers operate the carts. I can check with \_\_\_\_\_ to obtain the list of approved drivers.  
(Name of community event director)

I have read and understand the Ursinus College Golf Cart and Utility Vehicle Policy. If I violate any of the operational procedures, I will not be permitted to drive a cart in the future.

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Printed Name

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Date

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Signature

Return signed copy to the Office of EHS & Risk Management, Ritter 112 along with a copy of your driver's license.