



## **Golf Cart/Utility Vehicle Safety Program**

### **Program Description**

This program is designed to establish standards for the safe operation and use of golf carts/utility vehicles at Drake University. Golf carts/utility vehicles owned by Drake University may only be used for official department/University business and by approved employees, students and volunteers, according to the [University Driver Approval and Vehicle Operation Policy](#) and [Transportation Policy](#). Golf carts/utility vehicles may not be used for personal business. Knowledge of and compliance with applicable state laws, rules, regulations and policies are the responsibility of the driver.

### **Safe Operation on Campus**

Campus has a large number of pedestrians and the potential for serious accidents is high. Keep in mind not everyone is paying attention when walking through campus. Students and other pedestrians might be engaging in conversations, listening to music or just not paying attention which leads to a great chance they will not see you or hear you driving near them. This makes it all more important for those that operate golf carts/utility vehicles to take your time, drive slowly and watch for pedestrians.

### **Golf Carts/Utility Vehicles Operating Requirements & Standards**

- Fully abide by local, state and federal vehicle regulations
- Operators must be 18 years or older, have a valid driver's license and be considered approved driver by Risk and Insurance office
- Golf carts/utility vehicles are to be operated at speeds no greater than 15 MPH or as safety concerns demand. Operators should always consider the terrain and weather conditions which may affect the ability to operate the golf cart/utility vehicle.
- Golf carts/utility vehicles will be operated only within the confines of the University Property while following designed pathways around campus. These maps are located in each golf cart/utility vehicle.
- Golf carts/Utility vehicles are not to be driven on any landscape or grass areas.
- Golf carts/utility vehicles will be operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways.
- Golf carts/utility vehicles will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians
- Pedestrians will be given the right-of-way at all times
- Golf Carts/utility vehicles will not be parked:
  - ✓ In fire lanes
  - ✓ In metered parking spaces
  - ✓ In handicapped parking spaces
  - ✓ In reserved parking spaces
  - ✓ In 10 feet of any main entrance/exit of any building that would impede the normal flow of pedestrian traffic
- Only those golf carts/utility vehicles with working headlights and taillights should be driven past dusk.

- Complete motorized safety cart training program prior to golf cart/utility vehicle operation, including cart/utility video and in person training. Departments must provide carts necessary for in person training.
- Always inspect the golf cart/utility vehicle to ensure all headlights, tires, taillights, etc. are functioning correctly and in working order.
- Operators are responsible for the security of ignition keys during the time the vehicle is assigned to them. Any time a golf cart/utility vehicle is left unattended, the ignition will be turned off, and the key will be removed from the ignition and kept in the possession of the operator.
- Operators are not permitted to drive while wearing devices that impede hearing, e.g., stereo headsets, earplugs, iPods, etc.
- All passengers must be in the seats designed for use. No passengers are allowed to be transported in truck beds or on the sides of the golf cart/utility vehicle with the exception of the transport of an injured person with a backboard.
- Cell phone use while driving is prohibited.
- Report any vehicle-related accidents and injuries, safety concerns, or near misses to the department supervisor.

#### **Golf Cart/Utility Vehicle Training**

- Risk and Insurance department will notify the operator when training needs to be completed.
- Annually, each approved driver will need to watch a golf cart/utility vehicle safety video.
- A one-time in-person training with golf cart/utility vehicle. Such golf cart/utility vehicle must be provided by department for training purposes.

#### **Golf Cart/Utility Vehicle Maintenance**

- Departments owning or using golf carts/utility vehicles are responsible for enduring routine vehicle maintenance and inspections are conducted and consistent with manufacturer's recommendations.
- Operator is responsible for providing timely notification of safety and maintenance to their supervisor.
- The operating department is responsible for the cost of maintenance and damage repairs to the golf cart/utility vehicle caused by regular use, unpreventable/preventable accident, abuse, or misuse.

#### **Golf Cart/Utility Vehicle Rental Approval**

- Before renting a golf cart to be used on campus, you will need to obtain prior approval from the Risk and Insurance office. Email [durisk@drake.edu](mailto:durisk@drake.edu) for more information.

#### **Accident/Incident Reporting**

- All accidents involving a golf cart/utility vehicle need to be reported immediately to the following areas regardless of whether property is damaged or personal injury occurred:
  - ✓ Supervisor or manager of the department
  - ✓ Drake's Public Safety Office by calling 515-271-2222
- If operator is involved in an accident, the operator may be asked to take an additional in person training or watch another golf cart/utility vehicle safety video.