

Operating Golf Carts & Club Cars on Campus

PURPOSE

The purpose of this document is to ensure that golf cart and club car operators are aware of the hazards that exist when operating a cart and to prevent unnecessary damage or injuries that may result from their misuse. This policy mandates minimum training requirements for all employees, contractors and/or visitors operating golf carts or Low-Speed Vehicles (LSVs) on Campus.

POLICY

It is the policy of Loyola University Chicago to provide employees, students and visitors with a safe and healthful environment. To this end, Loyola University has developed this policy and training program regarding the operation of Golf Carts and Low-Speed Vehicles in the workplace. Federal and State laws governing the operation of golf carts and LSVs will be followed and operators are required to operate such vehicles in compliance with State and Federal laws.

1.0 Definitions

1.1 Golf Carts and SLV as Defined by the U.S. Department of Transportation:

"Sub-25 mph vehicle" means any 4-wheeled vehicle whose top speed is not greater than 25 miles per hour. This group includes all of the vehicles in the other groups below, except those speed-modified golf cars whose top speed is greater than 25 miles per hour.

"Conventional golf car" means either a fleet golf car or a personal golf car.

"Fleet golf car" means a golf car used solely to carry one or more people and golf equipment to play golf. These are sold to golf courses.

"Personal golf car" means a golf car used to carry one or more people and may carry golf equipment to play golf. These are sold to individual people who may use them to travel on public roads to and from golf courses and to play golf, to travel on public roads on purposes unrelated to golf, or for all of these purposes.

"Speed-modified golf car" means a conventional golf car that was modified, after its original manufacture, so as to increase its speed. While some speed-modified golf cars have a top speed of 20 to 25 miles per hour, others have a higher top speed. That modification may currently be accompanied by the addition of safety equipment required for the on-road use of the golf car.

"Neighborhood electric vehicle" means any 4-wheeled electric vehicle whose top speed is not greater than 25 miles per hour. Some of these vehicles look more like a passenger car than a conventional golf car.

"Low-speed vehicle" means any 4-wheeled motor vehicle whose top speed is greater than 20 miles per hour, but not greater than 25 miles per hour. This group includes neighborhood electric vehicles, and speed-modified golf cars, whose top speed is greater than 20 miles per hour, but not greater than 25 miles per hour.

2.0 Safety Rules for Drivers Operating Carts

2.1 Rules of the Road for Carts:

- Operators must possess a valid Illinois Drivers license, or
- In the case of a student worker, a valid license from his/her State of residence.
- All operators must attend golf cart safety training.
- All operators must pass a written test administered after training.
- Golf carts are not registered vehicles and will not be driven on city streets.

- City streets should be crossed at marked crosswalks.
- Do not exceed the maximum safe occupancy (Seating Provided for Passengers 2-4).
- No modification will be made to golf carts without the approval of the manufacturer.
- Pedestrians have the right-of-way on campus. Carts must yield to pedestrians on sidewalks. **SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.**
- Vehicles must be equipped with head and tail lights to be operated during the night.
- Do not attempt to pass another cart which is in motion.
- Set the parking brake and turn the wheels when not in transit.

2.2 Safety Equipment:

- 1) Carts must be four-wheeled vehicles.
- 2) All original safety feature equipment must be kept in good working order.
- 3) All carts and trailers (pulled by carts) must have clearly displayed on the exterior of the cart and trailer the slow moving vehicle reflective triangle.
- 4) Carts should have a windshield and roof covering to provide minimum protection to the driver.

2.3 Responsibilities: Supervisors and employees operating carts have special responsibilities for ensuring these vehicles are operated in a safe manner and maintained in accordance with the manufacture's specifications.

2.3.1 Department: The departments are responsible for:

- All repairs and maintenance costs.
- All preventative maintenance and repair records for their carts.
- Departments are responsible for keeping all original equipment and safety features in good working order.
- The name of the department responsible for the cart will be displayed on the vehicle.

2.3.2 Employee Driver: Employees are responsible for:

- Inspecting the vehicle before operation and documenting any deficiencies.
- Attending a safety program prior to operating a cart.
- Operating the vehicle in a safe manner.
- Reporting accidents to Campus Safety and his/her immediate supervisor.

2.3.3 Supervisor: Supervisors are responsible for:

- Ensuring employee drivers are properly licensed and that they have completed the mandated safety program prior to operating a university cart.
- Taking timely action to correct employee infractions in the operation of the cart. (May be remedial training or discipline)
- Ensure that all equipment on the cart is working properly and that the cart(s) is taken out of service when there are deficiencies that could contribute to an unsafe condition.

REFERENCES

U.S. Department of Labor OSHA Standards for General Industry:

OSHA has no established standards for operating golf carts as utility vehicles.

U. S. Department of Transportation:

U.S. DOT has established the following standard regarding the operation of golf carts and low-speed vehicles.