

LOYOLA UNIVERSITY CHICAGO

GOLF CART POLICY



AUGUST 2025

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1.0 PURPOSE

This policy establishes the standards for safe operation and use of golf carts on Loyola University Chicago campuses.

2.0 POLICY APPLICATION

This policy applies to any operator or passenger of a golf cart, including employees, student workers, and approved vendors, who utilize golf carts for everyday use or on an as-needed basis.

3.0 GOLF CART USE

3.1 Golf Cart Training

- Any individual who drives a golf cart must take and pass golf cart safety training, which is offered by Campus Safety. Successful completion of this Campus Safety training requires participants to review the training materials and demonstrate proficiency in golf cart operation. Campus Safety should be contacted to set up an appointment.
- Any individual who drives a golf cart must also take and pass “*Defensive Driving*,” which is offered through Facilities Management. To be eligible for certification/completion of this training, participants must achieve a passing score of 70% on the designated test. Upon successful completion of the final test, participants will be awarded a certificate recognizing their completion of this training.

To register for training, use either link below:

<https://www.luc.edu/campustransportation/services/defensivedrivingcoursesign-up/>

<https://www.luc.edu/environmentalservices/training.shtml>

- Training certificates should be maintained by departments for at least the duration of employment of each employee.
- Staff in departments who currently maintain an inventory of golf carts or drive golf carts must complete and pass golf cart safety training offered by Campus Safety and must complete and pass the “*Defensive Driving*” course offered through Facilities Management.
- All new staff in departments who maintain and/or drive golf carts must complete and pass golf cart safety training offered by Campus Safety and complete and pass the “*Defensive Driving*” course offered through Facilities Management.
- Any individual who drives a golf cart is required to take a refresher “*Defensive Driving*” course offered through Facilities Management at a minimum of every three years. It is the responsibility of each department or vendor supervisor to ensure staff members are trained and/or re-trained in golf cart operation and safe driving techniques as required by this policy.

- If an accident occurs while an individual is driving a golf cart, whether staff, student worker, or vendor, the individual shall take a refresher “*Defensive Driving*” course offered through Facilities Management.

3.2 Golf Cart Operation

Only those individuals who have completed and passed the golf cart safety training course offered through Campus Safety, completed and passed “*Defensive Driving*” offered through Facilities Management, and hold a current driver’s license (issued from the Department of Motor Vehicles or like department in any state) may operate a golf cart.

Golf carts may only be used for official department and/or university business by university employees, student employees, and university approved vendors. Golf carts may not be used for personal business.

Failure to comply with the operational rules outlined within this policy may result in retraining and/or revocation of driving privileges.

3.3 Daily Use

The university utilizes golf carts as a means for transporting personnel and equipment through campus when performing daily activities that serve our buildings, grounds, and campus operations. Supplies, tools, equipment, and food for catering are transported by a golf cart when either the distance to the location or amount of equipment to transport is not conducive to hand carrying or walking.

3.4 Event and Special Occasion Use

During university hosted events and special occasions, golf carts may be used to transport non-ambulatory guests and VIPs.

3.5 Occasions Not to Use a Golf Cart

A golf cart should not be used in any circumstance as a means of convenience in lieu of walking or in place of a motor vehicle that could serve the same purpose.

4.0 GOLF CART REQUEST

4.1 Purchase

Departments must submit written justification to the Associate Vice President for Facilities Management. Approval will be based on academic operational need, funding source, and parking/storage plan. If approved, newly purchased golf carts must be battery powered. Motorized golf carts are not allowed for new purchases.

4.2 One Time Use

Requests for temporary use of a golf cart must be sent to Conference Services. The department requesting the use will be charged a fee for the use of a golf cart and certified driver. A certified driver must meet the training requirements outlined in Section 3.1 of this policy.

5.0 GOLF CART RULES

Newly purchased golf carts, replacement golf carts to existing inventory, or golf carts added to current inventory shall be battery powered. Motorized golf carts will not be allowed except those which are in a department's current inventory.

The following rules always apply while operating a golf cart.

5.1 Appropriate Actions

- Pedestrians, bicyclists, skateboarders, mobility assistance devices, wheelchairs, etc. always have the right-of-way. Golf cart operators shall always consider the safety of others.
- Always drive at an appropriate, safe speed. Golf carts shall never exceed the speed of pedestrians. Since the golf carts do not have a speedometer, operators must drive at speeds not exceeding walking pace in pedestrian-heavy areas. If a supervisor feels that their employee is driving at an unsafe speed, the employee will be notified and the appropriate action will be taken.
- Golf cart operators shall always consider weather conditions and existing pedestrian and/or vehicular traffic.
- Golf cart operators shall be diligent in following the rules of the road, including stopping, turning, and safe operation.
- Employees may only drive golf carts while they are working.
- When leaving the golf cart, ignitions must be in the "off" position, parking brake applied, and keys removed/maintained by the golf cart operator. Appropriate theft prevention must always be maintained.
- Golf carts driven between dusk and dawn require headlights/taillights. Golf carts which do not have lights will only be operated during daylight hours.
- If an accident and/or incident occurs, immediately notify the appropriate parties, including, but not limited to, Campus Safety, department supervisor, Risk Management, etc. If the accident involves damage to property, take photos of the golf cart and the damaged property or whatever hits the golf cart. If the incident involves an auto accident between a golf cart and a vehicle, obtain the insurance information of the vehicle that caused the damage.

- Golf carts shall be maintained in good condition. Each department shall perform a monthly vehicle check and operators shall perform a daily check prior to use. The inspection checklist found in Attachment 3 of this policy shall be completed as part of the inspection process for daily and monthly inspections. Each department shall keep inspection and maintenance records for the lifetime of the golf cart.
- Operators shall immediately report any concerns regarding golf cart maintenance to the department supervisor. Golf carts should be taken out of service if not in working order.

5.2 Inappropriate Actions

- Golf carts are not allowed to drive on any street since they are not approved for street driving. Golf carts are only allowed to cross streets.
- Do not drive on campus lawns or parkways as a way of getting around pedestrians or to take a shortcut.
- No cell phone use including, talking, texting, etc. while operating a golf cart.
- No radio use while operating a golf cart. Pull over to a safe location and then answer the radio call.
- No smoking, vaping, e-cigarette, and/or tobacco use while operating a golf cart. This applies to the driver and any passenger.
- No eating or drinking while operating a golf cart as it can become a distraction.
- Golf cart operators or passengers are not allowed to be under the influence of alcohol or drugs.
- Golf cart operators are not allowed to wear devices which may impede hearing such as ear buds, headphones, etc.
- Parking is not allowed immediately in front of an entrance to a building. Clearance for emergency egress must always be maintained. Park in appropriate, safe, and out of the way locations.
- Do not drive golf carts to places of business in the neighborhood.

6.0 LAKESHORE CAMPUS DRIVING LOCATIONS

A color-coded golf cart route map for the Lakeshore Campus is in Attachment 1 of this policy.

6.1 Lakeshore Campus Golf Cart Route Map - Red Highlighted Areas

Areas of the golf cart route map highlighted in red are off limits to golf carts.

6.2 Lakeshore Campus Golf Cart Route Map - Dashed Red Line

Areas of the golf cart route map with a dashed red line have limited use permitted for golf carts.

- Rosemont Avenue: Golf carts may travel on the sidewalks to get from alley to alley.
- West Sheridan Road: Golf carts may travel on the south sidewalks to get from an alley to the nearest intersection.
- West Loyola Avenue: Golf carts may travel on a sidewalk to get to the alleys that intersect Winthrop Avenue.

6.3 Lakeshore Campus Golf Cart Route Map - Green Highlighted Areas

Areas on the golf cart route map highlighted in green are the accessible and approved routes along the outer sections of the campus.

6.4 Lakeshore Campus General Areas

Main Campus

- Always stay on sidewalks or drives.
- When turning a corner, the cart must always stay on the path and is not allowed in the grass.
- Respect pedestrians. Keep a safe distance, do not drive around them on the grass or do not drive too close to them.
- When driving on the campus road, golf carts must travel in the same direction as vehicular traffic.

South Campus

- Buildings must be accessed via the alleys.
- Golf carts are not allowed on the streets or sidewalks of Kenmore Avenue between Granville Avenue and Rosemont Avenue. Golf carts are allowed in the plaza between Rosemont Avenue and Sheridan Road.
- Golf carts are not allowed on the streets or sidewalks of Winthrop Avenue.
- Golf carts are not allowed on North-South or East-West Sheridan Road at any time. Driving a golf cart on a busy street such as this is both illegal and dangerous.
- The south sidewalk of Sheridan Road is too narrow for golf carts, and as such, golf carts must use the north sidewalk, except in the case of traveling from the alley to the nearest intersection.
- Golf carts may travel east and west on the sidewalks of Rosemont Avenue, strictly for the purposes of accessing an alley between the blocks.

North-South Sheridan Road (Granada Center and Fordham Garage)

- All access to Granada Center and Fordham Garage is from the north.
- Golf carts may not travel in front of the building or south around the curve to East-West Sheridan Road.
- Parking must be in the rear of the building. Golf carts may not be parked in front of the building near the planters.

North-South Sheridan Road (Bellarmine Hall)

- All access to Bellarmine Hall must be westbound on Northshore Avenue and southbound down the alley behind the building.

North-South Sheridan Road (Lakeside Management and vacant properties along West Loyola Avenue)

- All access to Lakeside Management and vacant properties along West Loyola Avenue is from the north.
- Golf carts may not travel in front of Granada Center or south around the curve to East-West Sheridan Road.
- Cross Sheridan Road at the stoplight at Fordham Garage and Aurthur Avenue. Proceed toward the alleyway to the Loyola Avenue properties.

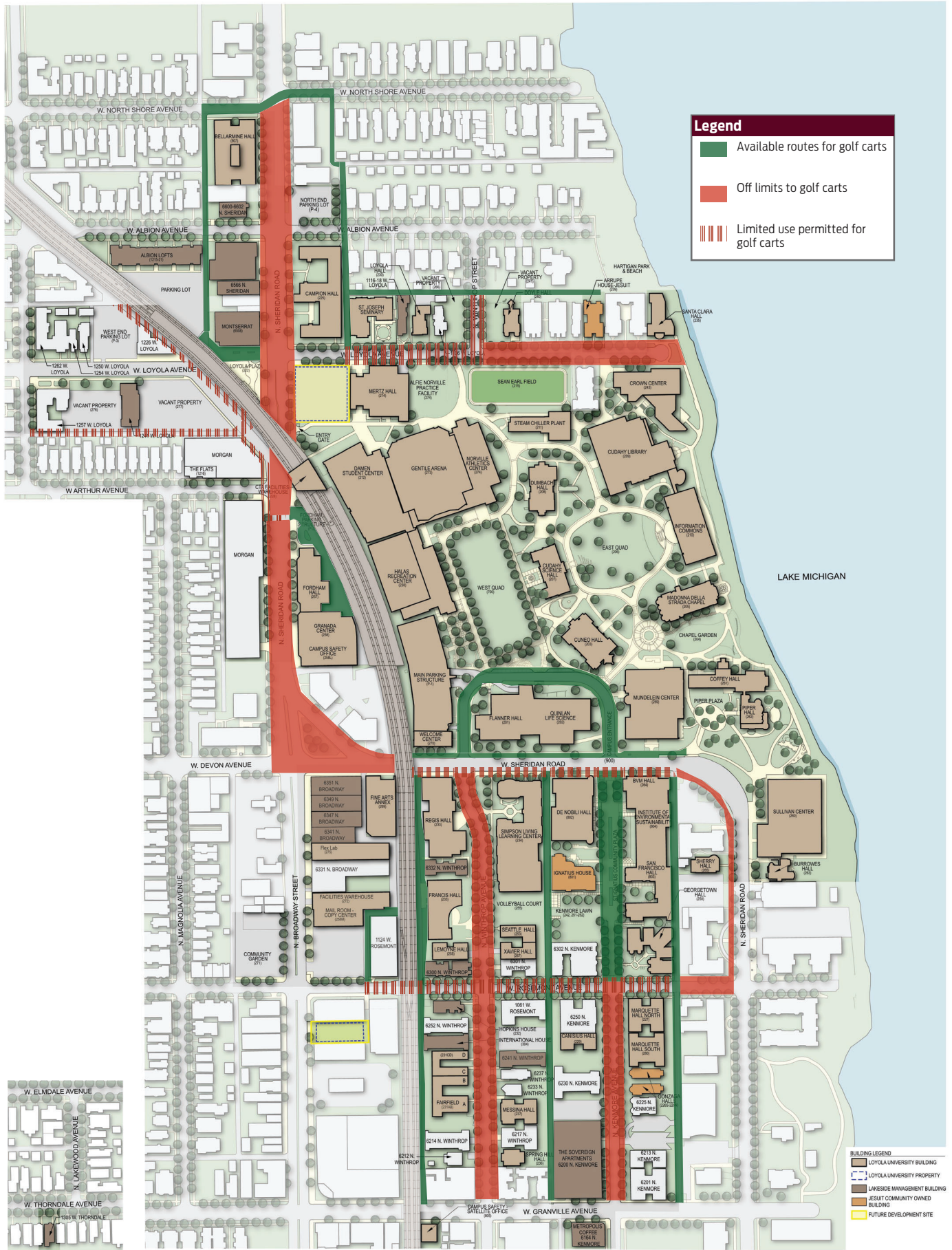
7.0 POLICY ENFORCEMENT

- All staff in departments, who currently maintain an inventory of golf carts, must complete and pass golf cart safety training offered by Campus Safety and must complete and pass the “*Defensive Driving*” course offered through Facilities Management. It is the responsibility of each department supervisor to ensure staff members are trained.
- All new staff must complete and pass golf cart safety training offered by Campus Safety and must complete and pass the “*Defensive Driving*” course offered through Facilities Management as part of their new hire process. It is the responsibility of each department supervisor to ensure staff members are trained.
- A Lakeshore Campus golf cart driving route map is in Attachment 1 of this policy.
- Annually, each department with a golf cart inventory or whose staff drives a golf cart, shall give a copy of the policy to all employees during their review process.
- Departments with a golf cart inventory or whose staff drive a golf cart shall post a copy of the policy in the break room or appropriate location chosen by the department.
- Golf carts will be numbered for ease of use in reporting violations, as well as keeping track for inventory purposes.

- All supervisors are responsible for enforcing the policy and requiring re-training, as needed. Additionally, policy enforcement includes the responsibility of progressing disciplinary action in accordance with each department's policy.
- Campus Safety reserves the right to report violations to department supervisors.
- Departments with excessive violations of the policy may have their department's golf cart privileges revoked.
- Golf cart operators with excessive warnings and/or violations may have their driving privileges revoked.

ATTACHMENT 1

LAKESHORE CAMPUS GOLF CART ROUTE MAP

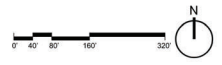


Legend

- Available routes for golf carts
- Off limits to golf carts
- Limited use permitted for golf carts

BUILDING LEGEND

- LOYOLA UNIVERSITY BUILDING
- LOYOLA UNIVERSITY PROPERTY
- LAKEVIEW MANAGEMENT BUILDING
- JESUIT COMMUNITY OWNED BUILDING
- FUTURE DEVELOPMENT SITE



ATTACHMENT 2

LAKESHORE CAMPUS GOLF CART INVENTORY

GOLF CART INVENTORY

This inventory shall be reviewed annually.

LAKESHORE CAMPUS – 2025

- Facilities:
 - Grounds (10 golf carts for daily use)
 - Maintenance (8 golf carts for daily use)
 - Engineering (4 golf carts for daily use)
- Conference Services, Student Complex and Campus Recreation share the golf cart throughout the year (1 – red golf cart and 1-six -seater gold golf cart) The golf cart is used to transport guests between the parking structure to Residential Halls, Madonna Del Strata, and all other buildings for events/programs and some games.
- Residence Life (1 – green flatbed cart) The golf cart is used to move things such as move-in signs, supplies, small equipment/tools throughout the year, especially during large events as move-in/move out.
- Campus Ministry (1- six-seater golf cart leased from Randall Industries) The golf cart is used on Saturdays throughout the year for weddings (offered at 11am, 1pm, 3pm) and on the 3rd Sunday of each month for the Organ Concert Series at 3pm. It is located on the first floor of the main parking garage adjacent to the former Chain Links office.
- Catering (1- square covered/enclosed golf cart) The golf cart is used to transport food (small amounts that do not require the large truck) to catered events, retail shops, and dining halls.
- Housekeeping/Allied has two golf carts for daily use.
- Campus Safety (2) Golf carts are used for campus patrols, lock smiths for work on campus, and escorts, as needed.

ATTACHMENT 3

GOLF CART INSPECTION CHECKLIST

GOLF CART INSPECTION CHECKLIST

Date _____ Golf Cart Number (as applicable) _____

Department _____

Inspection Completed by _____

Does the Cart Need to be Taken Out of Service? Yes _____ No _____

If no, this inspection verifies that the golf cart is in proper and safe working condition on the above date.

ITEM	ACTION	PASS/FAIL
Steering	Verify that the steering functions properly in both directions.	
Brakes	Certify that the brakes will stop the vehicle within a safe distance.	
Tires	Visually inspect the tires to ensure they are adequate tire pressure, they are free from obvious damage, and there is not excessive wear.	
Lights/Signals	If applicable, verify all lights and signals are operational.	
Horn	If applicable, verify the horn is in working condition.	
Mirrors	If applicable, check that mirrors are not broken, tight, and adjusted properly for the operator.	
Windshield Wipers	If applicable, certify that the windshield wipers are in good condition and operational.	
Damage	Check golf cart to determine if there is any visible damage to the body or parts of the cart.	
Battery	If applicable, check the condition of the battery casing, connections, and terminals. Check if there is any corrosion.	
Battery Charging Station	If applicable, check the charging station for any visible damage and monitor the charging cycle (how long charge takes).	
Fluid Levels	If applicable, inspect all fluid levels. Verify there are no fluid leaks.	
Maximum Load Capacity	Verify the maximum load capacity for the golf cart has not been exceeded per manufacturer's guidelines.	
Additional Equipment	Ensure any equipment not mentioned above is operational and in good condition. (List equipment)	

Note: This is a general checklist and specific maintenance requirements may vary depending on the make and model of the golf cart. Always refer to the manufacturer's maintenance schedule and guidelines for each specific vehicle.