



## **GOLF CART/UTILITY VEHICLE SAFETY PROGRAM**

### **1. INTRODUCTION**

Departments at the University of Oregon provide golf cart/utility vehicles to employees so they may fulfill their job related duties. Golf cart /utility vehicles are used to transport supplies and people, patrol campus grounds, and for campus maintenance and grounds activities. This program is intended to provide consistent standards for the safe operation and use of golf cart/utility vehicles at the University of Oregon (UO). The objective is to prevent injuries to students, employees, the public and other members of the University community, to prevent property damage, and to provide for consistent standards and use.

### **2. SCOPE**

This program applies to operation of all UO owned or UO operated and controlled golf cart/utility vehicles. Program authority is derived from the following University Policies: State vehicle Requirement; Traffic, Parking and Vehicle Safety; Vehicle Maintenance and Repair; and Vehicle Operations Policy.

### **3. RESPONSIBILITIES**

#### Department

Departments are responsible for:

- Ensuring all authorized employees have a valid driver's license, and are certified to drive through the University of Oregon Driver Certification Program.
- Authorizing use of golf cart/utility vehicles in accordance with this written program, monitoring and enforcing compliance and maintaining associated records.
- Identifying Departmental Trainers for their respective departments.
- Ensuring all vehicles have required parking locations, equipment, licensing, documentation and markings prior to use.
- Ensuring contractors, visitors or vendors using golf cart/utility vehicles will meet the expectations of this program.

#### Environmental Health and Safety

Environmental Health and Safety (EHS) Department is responsible for:

- Reviewing and updating this program.
- Providing training materials to the designated Departmental Trainers.
- Maintaining associated records.

#### Departmental Trainers

Departmental Trainers are responsible for:

- Training drivers using materials provided by EHS. Training will include reviewing this program, examining the general rules, evaluating the driver by using the Driver Hands-On Training Checklist (Appendix C), and



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completing the Golf Cart/Utility Vehicle Driver Authorization Form (Appendix B).

### Drivers

Drivers of golf cart/utility vehicles are responsible for:

- Obtaining authorization from their departments to use vehicles.
- Having a valid driver's license and University of Oregon Driver Certification.
- Completing required classroom training (Appendix B) and machine specific hands-on training (Appendix C) from their department prior to operating a golf cart/utility vehicle.
- Driving as trained in a responsible manner.
- Reporting all property damage and/or injury incidents to their supervisors, and University of Oregon Police Department (UOPD).

## 4. PROCEDURES

### Vehicle Categories

UO Golf cart/utility vehicles fit into one of two categories based on size, safety features, speed, and Department of Motor Vehicles (DMV) licensing requirements. UO Vehicle Operating Standards differ within the two categories.

#### Category 1 Golf Cart/Utility Vehicle

A Category 1 golf cart/utility vehicle is a vehicle that qualifies for licensing through the Department of Motor Vehicles (DMV). This includes four-wheeled, slow-speed, motor vehicles with a maximum speed of more than 20 miles per hour, but not more than 25 miles per hour, and medium speed electric vehicles with a maximum speed of 35 miles per hour, that are equipped with a roll-cage or crushproof body design, and fully enclosed with at least one door for entry.

#### Category 2 Golf Cart/Utility Vehicle

A Category 2 golf cart/utility vehicle is a vehicle that does not qualify for licensing through the Department of Motor Vehicles. This is a motor or electric vehicle having four wheels, an unloaded weight of less than 1,300 pounds, is designed to operate at no more than 15 miles per hour.

### Vehicle Operating Standards

Category 1 golf vehicles may operate on city streets having posted speed limits of 30 mph or less.

Category 2 vehicles shall follow the designated Golf Cart/Utility Vehicle Routes Map. (Appendix A).



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Category 1 and Category 2 vehicles shall:

- Travel on streets until reaching the closest sidewalk or path to the final destination.
- Reduce speed on sidewalks and paths, refrain from passing pedestrians, and not impede the normal flow of pedestrian or bicycle traffic.
- Not drive across the Autzen Foot Bridge, on city owned bike paths, on sidewalks of city owned streets or in bike lanes,
- Not park in fire lanes, DMV disabled parking, reserved parking, or obstructing entrance/exit of buildings, stairways, ramps, thoroughfares, or other manners impeding the necessary flow of traffic.

### 5. TRAINING

Authorized Trainers use approved training materials (Appendices A, B & C) to provide training to those authorized by departments to drive. “Hands-on” training will require the employee to demonstrate traveling forward, reverse, turning and parking. Employees will demonstrate proper use of horn, turn signals, seatbelts, emergency brake and ignition shutoff.

Training must occur prior to use of the golf cart/utility vehicles. Re-training will occur when an injury or property damage incident occurs, when an authorized driver is not meeting the expectations of this program or when changes to the program are made.

Training is documented by use of the Golf Cart/Utility Vehicle Driver Hands-On Training form and Driver Authorization Form. Documentation will be retained for three years.

### 6. INCIDENT REPORTING PROCESS

Traffic collisions involving golf cart/utility vehicles shall be reported immediately by the driver to the supervisor of the department to which the vehicle is registered and to UOPD.

Supervisors will report all golf cart/utility vehicle incidents to Risk Management and Environmental Health and Safety. Reporting methods are described at <http://safety.uoregon.edu/report-concern>.

The Mobile Equipment Shop will inform Risk Management if they see vehicle damage beyond normal wear and tear. Information will include the name of the department, the vehicle number and the nature of the damage.

### 7. REQUIRED EQUIPMENT, DOCUMENTATION AND MARKINGS

Golf cart/utility vehicles are required to have following documentation, markings and equipment in operational condition:



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### Vehicle Equipment:

- Emergency brake
- Horn or audible warning device
- Ignition shutoff or security systems such as a steering wheel lock (club)
- Warning lights on front and rear of vehicle or top mounted strobe light
- First Aid Kit
- Equipment tie downs for vehicles capable of hauling materials
- Lights (head, tail, brake) for all night use
- Exterior mirrors if cargo or other equipment blocks rear vision
- Portable fire extinguisher if vehicle's dry weight is over 800 pounds and width of vehicle is over 50 inches

### Vehicle Documentation:

- Golf Cart/Utility Vehicle Routes Map. (Appendix A)
- Manufacturer's operations manual
- Mobile Equipment Department phone number (for vehicle breakdowns)

### Vehicle Markings:

- Slow moving vehicle safety triangle will be posted on rear of vehicle
- Department name to be identified clearly on vehicle in three-inch minimum letters

Vehicles purchased after July 1, 2017 are required to have a top mounted strobe light, backup alarm and DMV license plate.

## 8. VEHICLE FUELING AND STORAGE

- When not in use, vehicles shall be stored on hard surfaces in locations controlled by departments and approved by Department of Parking and Transportation (DPT).
- Parked vehicles must be secured to prevent unauthorized use.
- All operators of fuel powered vehicles shall follow fueling safety instructions as stated in manufacturer's operations manual.
- All operators of electric vehicles shall follow battery charging safety instructions as stated in manufacturer's operations manual.

## 9. DOCUMENTATION

Original Preparation Date:	2001
Latest Revision Date:	July 1, 2017
Latest Revision Number:	10