Date: August 19, 2009

To: All Employees

From: Jerry Gunnink – Director of Occupational Health and Fire Safety

Subject: Golf Cart/Utility Vehicle Operations Policy

**Purpose and Scope**
This policy provides guidelines for the operation of electric or gas-powered carts, golf carts, and/or similar type vehicles (carts) on Hope College campus properties, including traveling to/from campus locations that may be separated by property owned by others or require travel on public roadways to reach the desired campus location. This policy establishes proper safety procedures and practices, which will promote safe operations and provide our students, faculty, staff, and visitors a safe environment.

**Policy**
All members of the Hope College community are governed by this policy to include students, staff, faculty, and vendors. All operators of carts must meet the following criteria before operating a cart owned, leased, rented or borrowed by Hope College.

- Possess a valid U.S. driver’s license and be at least 18 years of age. Approved operators shall immediately notify their supervisor if and when their driver’s license is suspended or revoked.
- Have knowledge and comply with the State of Michigan motor vehicle laws.
- Successfully completed a Cart Safety Training Program, including signing an acknowledgement to confirm training participation, which is available
**Cart Operation Rules**

Carts shall be operated with the utmost courtesy, care, and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times. Pedestrians as defined in this document refer to: persons walking, jogging, inline skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.

Carts shall be operated in accordance with the following specific rules:

- Before operating a golf cart the operator must inspect the vehicle for the following:
  - Mirrors, damage, and that they are adjusted properly
  - Tires – inflated properly and that they have tread left on them
  - Batteries – inspect for leaking, damage, corrosion.
  - Fuel – that the vehicle is fueled and will not run out of gas.
  - Windshield – not cracked or broken
- Carts shall not be parked within 20 feet of the entrance or exit of any building, except at loading docks. Golf carts may not block emergency equipment, pedestrian aisles, doorways, intersections, or the normal flow of traffic.
- All occupants in the vehicle shall keep hands, arms, legs, and feet within the confines of the vehicle while it is in motion.
- Special care shall be taken while driving carts through parking lots to observe traffic and vehicles pulling in/ out of parking spaces. Carts should be operated at speeds of no more than 5 miles per hour in parking lots.
- Operators may not wear headphones, use cell phones or use/operate any other device that may cause a distraction.
- Carts should not be operated on sidewalks at speeds which exceed 10 miles per hour.
- Golf cart operators must use the safety mirrors before backing up to ensure pedestrian safety. If necessary get out of the cart to assure that the path behind you is clear.
- Golf cart operators must slow down and reduce speed before turning or passing through narrow openings.
- Golf cart operators must obey and observe all vehicle traffic laws, such as lane travel, stop signs, legal passing of other vehicles, and yielding to pedestrians.
- Drivers of these vehicles must remain seated while the vehicle is moving.
- Golf carts that need repair should be brought to the Grounds Department immediately so that they can repair the broken cart.
- Golf carts are only designed to carry passengers if they are in their own seat. Passengers may not ride in the cargo area of the vehicle.
- Golf carts may not be overloaded. Know the maximum load that your vehicle can handle and make sure your load is secure from falling or shifting while the cart is moving.