Golf Cart/Utility Cart Policy (Use of electric or gas powered carts and/or similar utility vehicles)

Policy Purpose

This policy provides guidelines for the use of electric or gas-powered carts, golf carts, utility carts, low-speed vehicles and/or similar type vehicles (hereafter collectively referred to as “Carts”) on the Berea College Campus. The intent is to establish proper safety procedures and practices for the operation and maintenance of Carts and to promote and provide for a safer environment for students, faculty, staff, and visitors to the campus.

Policy Statement

All members of the College community operating Carts on property under the jurisdiction of Berea College, including students, faculty, and staff are covered under this policy. Cart operators must meet the following criteria before operating a Cart on the Berea College campus:

- Successfully complete a College-sponsored Cart safety training program that includes a demonstration of the operator’s ability to safely drive the Cart. (Operators are required to sign a Cart Operator’s Agreement that includes a copy of this Policy.)
- Manufacturer operating manual/instructions shall be maintained in each Cart.
- Cart operators must be at least 18 years of age.
- Carts may only be driven on campus sidewalks, paved pathways, and parking areas. Operators must make reasonable efforts to keep Carts off the grass.
- Carts are not permitted to be driven on public streets or roads. If access to a campus location necessitates crossing a street or road, all traffic laws must be followed. Crosswalks, if available, must be used.
- Cart operators are prohibited from operating Carts inside, under, or through the confines of campus buildings. Carts shall not be parked inside campus buildings unless a special area has been designated as a Cart parking area.
- Carts must not be used during inclement weather unless designated as essential response equipment and approved by the department Vice President for special
response activities. For the purpose of this policy, inclement weather is defined as high winds, iced pavement, flooding, and severe electrical storms.

- Carts must be driven at a slow speed compatible with pedestrian traffic.
- Cart operators must keep a proper lookout for pedestrian traffic, bicycles, other vehicles, and fixed objects. Operators must be cautious, courteous, and yield to all other traffic at all times.
- All Cart safety features must be intact and kept in good working order.
- Carts operated after dark shall be equipped with working head and tail lights.
- All Cart occupants must be seated and keep all limbs inside the Cart at all times.
- Carts are not to be overloaded by carrying more passengers than seating provided or overloading the Cart’s recommended carrying or load capacity.
- Cart operators and passengers cannot wear headsets, earphones, or use cell phones while traveling in a Cart.
- Cart operators are responsible for the ignition keys for the period of time in which they are in the vehicle. **Keys shall not be left in the Carts.** The parking brake must be set when leaving a Cart parked.
- College-owned Carts are to be used for College business only. Carts owned by others may only be used on College property with the written permission of the Vice President for Operations and Sustainability, and must be operated in accordance with this policy statement.
- Possession or use of alcohol, all tobacco products and illegal substances is prohibited in Carts.
- Any accident or incident involving a Cart shall immediately be reported to both Public Safety and the department responsible for the Cart. Operator driving privileges may be suspended until an accident investigation is completed. Maintenance issues shall be reported to the responsible department.

**Departmental Responsibilities**

- The Department responsible for the Cart will keep all preventative maintenance and repair records related to the Cart. Departments are responsible for keeping all original equipment and safety features in good working order.
• The Department is responsible for providing a safe and secure area for vehicle storage.

• The Department is responsible for all Cart regular maintenance and repairs and will schedule an annual safety inspection with Facilities Management.

• Departments must clearly mark their Carts to indicate ownership. Marking will include the official college seal, Department name, and a Cart identification number. Facilities Management will provide the markings to assure uniform identification is being used.

• The Department will provide for an adequately ventilated area for battery charging. Do not allow smoking in Cart storage, recharging, or gas filling areas. Battery charging, service, and maintenance shall be done in accordance with manufacturer’s instructions. Battery service and maintenance areas shall be equipped with appropriate protective equipment (safety goggles, gloves, acid neutralizer, eye wash facilities)

• All new Cart acquisitions must meet the minimum safety features found in the National Highway Safety and Traffic Administration (NHSTA) Standard 500 (49 CFR Part 571.500). 

  *As of the effective date of this policy, the purchase of used, remanufactured or transferred (from another College department) Carts not meeting this standard is prohibited."

• Department heads shall assure that all Cart operators in the department have been trained.

• Departments may develop additional policies regarding use of carts, not in conflict with this policy.

**Enforcement**

Failure to comply with the procedures detailed in this policy may result in disciplinary action, including but not limited to termination of Cart operating privileges.

*Approved by the Administrative Committee 9/14/2011*