

Procedures for Safety Operations of Golf Carts

Introduction

The information and instructions included in this document will enable operators of golf carts to avoid situations that may compromise their safety or the safety of those in the vicinity of the vehicle, and avoid damaging the vehicle or any of its accessories. These policies will act as the guidelines for all UNE employees or student workers who must:

- use golf carts for work purposes
- provide service to unlicensed vehicles

Responsibilities

Environmental Health and Safety –

- Provide practical driving test as necessary
- Provide training for all personnel whose job requires the use of a golf cart
- Provide for periodic review of program
- Provide training to certify other golf cart trainers using the Train-the-Trainer course

Department Supervisor –

- Ensure that all affected employees complete the required training.
- Maintain compliance with this policy and address enforcement issues through the use of the UNE Employee Handbook and/or UNE Faculty Handbook and/or UNE Student Handbook.

Employee/Student Operators –

- Complete golf cart Safety training, upon assignment. This training is a one-time training.
- Operate golf carts according to the policies set forth in this plan

Maintenance Mechanic –

- Provide necessary maintenance to golf carts per manufacturer's specifications
- Set the UNE golf carts so that the maximum speed is 15 mph (see #12 below)
- Check fluid levels, back up alarm function, head lights, taillights, and flashing light(s) weekly, when refueling the carts

Facilities Tracking -

- Maintain employee training records
- Logging and managing the daily use of golf carts

Purpose

The purpose of this document it is to ensure that all Golf Cart operators are aware of the operating and safety features of vehicles of this type, prevent accidents, and minimize damage or injuries. Operating a UNE golf cart requires your full attention in order to prevent an accident.

Policies

1. Inclement Weather –
 - Ice and Snow – Golf carts should not go out if the weather is snowy or icy. This decision is determined by the Campus Services office. Safety and Security should also uphold this policy when the Campus Services office is closed.
 - Rain - It is at the discretion of the department requesting to use the golf carts if they feel comfortable operating the golf carts in the rain.
2. Use of a cell phone or other electronic device while operating a UNE Golf cart is strictly prohibited. If the operator of the golf cart needs to communicate with a cell phone or electronic device, the operator must stop the golf cart in a safe location and remain stopped until the communication has been terminated.
3. Golf carts are to be driven only on the sidewalks. If you need to cross a roadway, cross only at a designated crosswalk. Under no other circumstances can a golf cart be driven on a public roadway (i.e. Route 9 or Hills Beach Rd.).
 - When crossing Rte. 9 from the access road you must use the crosswalk and also activate the pedestrian crossing light. Alternative to this would be to use the tunnel under Rte. 9.
 - Driving on the Access road between Facilities and Hills Beach Rd. is permissible as long as the driver travels in the same direction as traffic, obeys all road signs and stays to the extreme right edge of the road.
4. On the campus of the University of New England, the pedestrian always has the right-of-way Operators of golf carts will permit this right-of-way. When approaching a pedestrian from behind, slow down and wait for the pedestrian to wave you past them, stop the unit when approaching pedestrians head-on until they pass.
5. No golf cart is to be operated with more passengers than seating is provided.
6. Drivers can only operate golf carts for which they have received training (i.e. those that have received training to operate two passenger carts are not permitted to operate the eight passenger carts).

7. All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
8. Do not operate golf cart until all passengers are seated.
9. Before proceeding to back up make sure there is no person or obstructions behind the cart.
10. Stop the golf cart if passenger(s) behavior affects our ability to operate the golf cart safely.
11. Never shift gears (forward & reverse) while the vehicle is in motion.
12. A golf cart shall be operated at a speed equivalent to a well-paced walk and *no faster than fifteen-mph*. This maximum speed may be subject to the terrain over which it is being driven, the weather conditions, and the total weight of the golf cart and passengers and any equipment being carried.
13. Avoid operating a golf cart on landscaped lawns.
14. When operating a golf cart on an intercollegiate athletics playing field, all driving must occur on the outside of the playing surface, under no circumstances should a cart be used to cross a field.
15. Reduce speed to compensate for inclines, pedestrians, and weather conditions.
16. Maintain adequate distance between vehicles and pedestrian.
17. Approach sharp or blind corners with caution at a reduced speed.
 - Blind corners include the Decary entrance and Sienna Hall facing Alford
 - Sharp corners include the back side of Stella Maris
18. Use extreme care at building entrances and upon entering/exiting enclosed areas.
19. Never leave the keys in the golf cart when unattended.
20. When the golf cart is not in use the operator must place the golf cart control lever in the park or neutral position, remove and secure the key and set the parking pedal brake.
21. If the golf cart is parked outdoors overnight, it must be secured with a chain and lock or other equivalent locking mechanism.

22. Parked golf carts should never obstruct access to a building. Adequate space for wheelchairs, catering carts, facilities carts and emergency egress by a crowd, must be maintained.
23. All accidents must be reported, immediately, to the supervisor. If the supervisor is not available, report the accident to the Department of Safety and Security.
24. Golf carts are to stay within the confines of UNE property at all times.
25. Any person who operates a UNE owned golf cart must possess a valid driver's license and received the required golf cart training.
26. Golf carts are usually not available for use from November through March. There is no official roll out date for golf cart usage each year because the decision is weather dependent.

Equipment and Safety Checklist

Before operating the golf cart, the operator will:

- Check for tire condition and inflation (visual).
- Check for any indication of fluid (oil, battery fluid, etc.) leaks at the rear of the golf cart.
- Check brakes for proper operation.
- Check horn for proper operation.
- Check both mirrors (8 passenger golf cart only). Make sure they are present and not damaged.

If the golf cart is in need of repair or maintenance, it should only be driven per the discretion of the UNE Mechanic. Notify Facility Maintenance personnel immediately. An alternative golf cart will be assigned if available.

Training

Golf cart safety training shall include, but not be limited to, the following information:

- The policies contained in this program.
- An introduction to the vehicle's controls and their function.
- Inspection procedure to follow prior to starting the vehicle.
- Proper conduct for driving the vehicle.
- Steps to take when leaving vehicles unattended.
- A practical driving test around the UNE campus to familiarize the driver to the campus.
- **Golf cart trainings will not be conducted in rainy, snowy or icy conditions.**

All-Terrain Vehicle Laws and Regulations

The UNE golf carts are registered with the State of Maine as All-Terrain Vehicles (ATV) and as such are subject to Maine's ATV laws. Violations of Maine's ATV laws can be applied to your motor vehicle license. Any operator stopped by a law enforcement official can be cited for violating ATV laws and fined anywhere from \$100 to \$1000 depending on the violation. In addition the operator can lose their right to operate an ATV in Maine.

Violations can include:

- Failure to stop for a law enforcement officer
- Attempt to elude a law enforcement officer
- Operating under the influence
- Reckless operation of an ATV
- Operating to endanger

Disclosure and Consent to Procure Motor Vehicle Report for the Use of University of New England Vehicles

The undersigned hereby authorizes the University of New England to obtain copies of a motor vehicle report, pertaining to me for the purposes for use of University vehicles. The motor vehicle report obtained on me will provide information in rating and/or underwriting insurance for which the University of New England may apply, and renewal thereof.

By signing below I also acknowledge that I have received a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" from UNE on this day.

Signature of Operator / Employee / Student

Date

Print Name

Middle Name/Initial on Driver's License

Telephone Number

Date of Birth

Driver's License Number

Expiration Date

Street Address on Driver's License

City, State, Zip Code

Student Staff Faculty

Department you will be driving for _____

Have you been UNE car or van certified? Yes No

Staff clearance for driving a UNE Golf Cart

_____ (*employee/student name*) has completed the required Golf Cart Safety training and is authorized to operate a UNE owned golf cart identified below at the University of New England.

_____ 2 & 4 Passengers

_____ 8 Passengers

Employee/Student PRN _____

Employee/Student UNE Email Address _____

Department Name _____

Trainers Signature _____

Date _____

Please forward this form to Facilities Management on the Biddeford Campus

UNE GOLF CART USAGE FORM

1	2	3	4	5
151 CART	152 CART	161 CART	162 CART	

(please fill-in ALL information below)

<u>Fees</u>	
Cleaning	\$25.00
Incomplete Form	\$10.00

Name of Driver:	Number of Passengers:
Reason for use:	Destination:
	Date of Trip:
	Signature:

REMINDER

***SMOKING, EATING, DRINKING AND USE OF CELL PHONES ARE PROHIBITED IN UNE VEHICLES**

*Vehicles must be left in the Facilities Management Parking Lot when returned

*Personal items and trash must be removed

*Submit vehicle key along with this form to the Facilities Management office upon return.

*Office hours are 8am-4:00pm M-F. After hours keys and the form can be deposited in the key box at the Facilities Management office.

*Alcohol or drug use is STRICTLY PROHIBITED

IN CASE OF MECHANICAL PROBLEMS:

1. **CALL** UNE Facilities Management Department at 207-602-2368

VEHICLE CONDITION CHECK LIST

Interior:
Exterior:
Lights:
Vehicle Operation Comments:

