SUMMARY:

This policy describes the safe operation of University-owned golf carts and utility vehicles.

POLICY:

I. Golf Cart and Utility Vehicle Operation and Safety
   
   A. Coastal Carolina University employees and students must maintain and operate University golf carts in a safe and responsible manner.

   B. Golf cart drivers are required to follow all of the laws of the road that apply to motor vehicles, including stopping at stop signs and at red lights.

   C. The responsibility for proper cart operation procedures lies with the vehicle operator and the supervisor, with the assistance of the Department of Environmental Health and Safety.

1. The vehicle operator’s supervisor:
   
   (a) Ensures that the vehicle operator reads and understands this policy.
   
   (b) Ensures that all Coastal Carolina University vehicle operators under their control operate the golf cart consistent with this policy.

2. The vehicle operators must:
   
   (a) Be an Authorized Golf Cart and Utility Vehicle Operator as evidenced by:
       
       (1) Taking and passing the required Golf Cart and Utility Vehicle Training course;
       
       (2) Possessing a valid government-issued Driver’s License; and
       
       (3) Being at least eighteen years old.

   (b) Read, understand and conform to these procedures.

   (c) Be responsible for the passengers riding in the vehicles they are operating.

   (d) Ensure compliance with all manufacturers’ vehicle safety warnings.
(e) Report any vehicle accident to their supervisor, the Department of Public Safety and Risk Management.

D. The Department of Environmental Health and Safety:
1. Monitors that these procedures are carried out.
2. Assists supervisors and vehicle operators when necessary.
3. Provides Golf Cart and Utility Vehicle training.

II. Operating Procedures for Golf Carts

A. Visually inspect vehicle and ensure brakes are in good working order.

B. When driving, make sure all passengers remain seated and keep arms and legs inside the cart; there should be no more than two (2) people per row of seats, including the driver.

C. Ensure that the cart has the capacity to carry the load and that the load is properly secured.

D. Be aware of vehicles and pedestrians at all times.

E. Set the parking brake and remove the key when the vehicle operator leaves the golf cart.

F. Do not park golf carts in front of doorways, sidewalks, etc., or on any designated walkways.

G. Place the batteries on charge at the end of the day, or, if gasoline powered, ensure vehicle has adequate fuel supply.

H. Make sure that the cart is in a well-ventilated area if the charger is to remain on overnight.

I. Report all maintenance problems to your supervisor, and if repair is needed, submit a work request to Facilities Management, Equipment Maintenance.

J. Give right of way to pedestrians utilizing the sidewalks; at no time are golf carts allowed on foot bridges.

K. Give right of way to all motor vehicles.

L. Do not drive over curbs or items that will damage the front end and steering gears.

M. Operate the golf cart at a safe and appropriate speed for traffic, pedestrian, and weather conditions.
N. ONLY those golf carts that are issued permits by the state are allowed to be driven on University Boulevard or ACROSS Highway 501 or Highway 544. Otherwise, use of golf carts is not permitted on University Boulevard, Highway 544 or Highway 501 at any time.

O. Talking or texting on a cell phone by the operator while the vehicle is in motion is prohibited.

P. Use of a two-way radio by the operator while the vehicle is in motion is prohibited.

Q. Eating and/or drinking are forbidden while the golf cart is in motion; smoking is forbidden on the golf cart at all times.

R. Being under the influence of drugs or alcohol while operating a vehicle is prohibited.

S. Working headlights, brake lights and turn signals are mandatory for the vehicle to be operated after dark.

III. Penalties for failure to comply with the Golf Cart and Utility Vehicle Policy

A. University disciplinary action.

B. The restriction or loss of University driving privileges.

C. Required attendance at a defensive driving program.