

OLLU Golf Cart Policy

Philosophy:

It is the intent of this policy to closely monitor the usage of golf carts to ensure a safer campus. Golf cart usage is a privilege allowed to employees and student workers. Guidelines are needed to provide guidance for safer usage.

Procedures: Authorized Driver Standards

A driver must meet the following minimum standards in order to become an “authorized driver”, and operate a University vehicle that is owned or leased. Approval as a driver is a privilege rather than a right, and authorization to drive University vehicles may be revoked for reasons deemed appropriate by the University, as explained below:

Responsibilities:

- All drivers will possess a valid U.S driver’s license (verified, but not on file), the same as required for any other university vehicle;
- Contract employees, trainees, and visitors are prohibited from operating University golf carts;
- Each department will maintain a list of authorized drivers, and this list will be provided and updated with Campus Police; See attached Addendum 2. Update student lists every semester and update staff lists annually (Lists maybe sent via email or printed and delivered to UPD);
- Each new driver must be properly trained in golf cart usage. It is the responsibility of the department supervisor to ensure that operators have successfully completed golf cart training prior to driving the vehicle. A golf cart safety training program is attached here as Addendum 5.
- Each golf cart must be properly signed out for the driver from its respective department. See Addendum 4;
- The department supervisor is ultimately responsible for the usage of the department’s golf carts, and at their discretion to restrict usage to only to responsible drivers. The permission of cart use flows from the Department supervisor to the employees/workers he or she is responsible for;
- Each golf cart will be properly identified with a number issued by the OLLU Police Department.
- Should a department lend golf cart to another department, the borrowing supervisor must go through the training with the person borrowing the cart;
- All golf carts must have a sign declaring a number where someone can call with a complaint.

Drivers:

- Are expected to follow campus traffic signs and traffic lights;
- Must have their OLLU issued ID with them while driving;
- Give pedestrians right- of-way on sidewalks or designated crosswalks;

- Give larger vehicles right-of-way on University roadways;
- Maintain and perform safety checklist prior to driving cart;
- Supervisors must notify campus police via e-mail or phone call when carts will be used on the weekend or for special events or after hours, but notification not necessary during emergency situations;
- Maintain proper respect for pedestrians, other vehicles and University property;
- This policy applies to all drivers of two-seat and four-seat golf carts and all drivers of four-wheel utility and maintenance vehicles.

Application: Which vehicles does this policy apply to?

Applies to all two-seat and four-seat golf carts and four-wheel utility and maintenance and vehicles.

Restrictions: Resulting in tickets (from warnings up to \$45 fine) and enforcement

- Yield to pedestrians. Pedestrians have the right-of-way at all times;
- Golf cart is not allowed to have more passengers than manufacturer's intent (i.e. that it is designed to carry); Observe the limit of one person per seat and two per bench seat;
- Operator and passengers must wear seat belts when available;
- No blocking crosswalks, sidewalks, fire exits, fire lanes, handicap parking spaces/ramps and door entrances;
- No parking or driving in restricted areas without first notifying Campus Police. Special requests can be obtained from Police for parking an extended amount of time; Grounds and Housekeeping and The Technology Department are exempt from this requirement and are allowed to drive and park in restricted areas to accomplish their daily work duties. Parking in restricted areas is allowed to accomplish loading and unloading of furniture and equipment.
- Absolutely no use of cell phones, headphones, earphones, while operating vehicle in traffic;
- Feet and hands need to be kept inside golf cart at all times;
- Do not hold objects in hands such as tools, banners, sporting equipment or food while driving;
- No distracting other drivers or pedestrians by using horn unnecessarily;
- No horseplay, for attention is needed to safe operation;
- Drivers and passengers must remain seated while the vehicle is moving;
- Never leave keys in an unattended cart;
- No joy riding, need a specific University business purpose for use;
- No excessive speed;
- No following another vehicle or pedestrian at an unsafe distance;
- No transporting dangerous or unbalanced load not intended for cart transportation;
- No smoking on University golf cart;
- No driving on city streets and leaving university campus Grounds and Housekeeping and The Technology Department are exempt from this requirement and are allowed to drive and park in restricted areas to accomplish their daily work duties.

- No operating vehicles while intoxicated;
- Absolutely no driving underneath Moye/Providence breezeway;
- No unnecessary impeding traffic flow/creating unnecessary obstruction;
- Never back up without confirming that there are no pedestrians or objects behind the cart;
- Drivers are encouraged to use the Providence/Ayres traffic light avoiding student crowds

Enforcement:

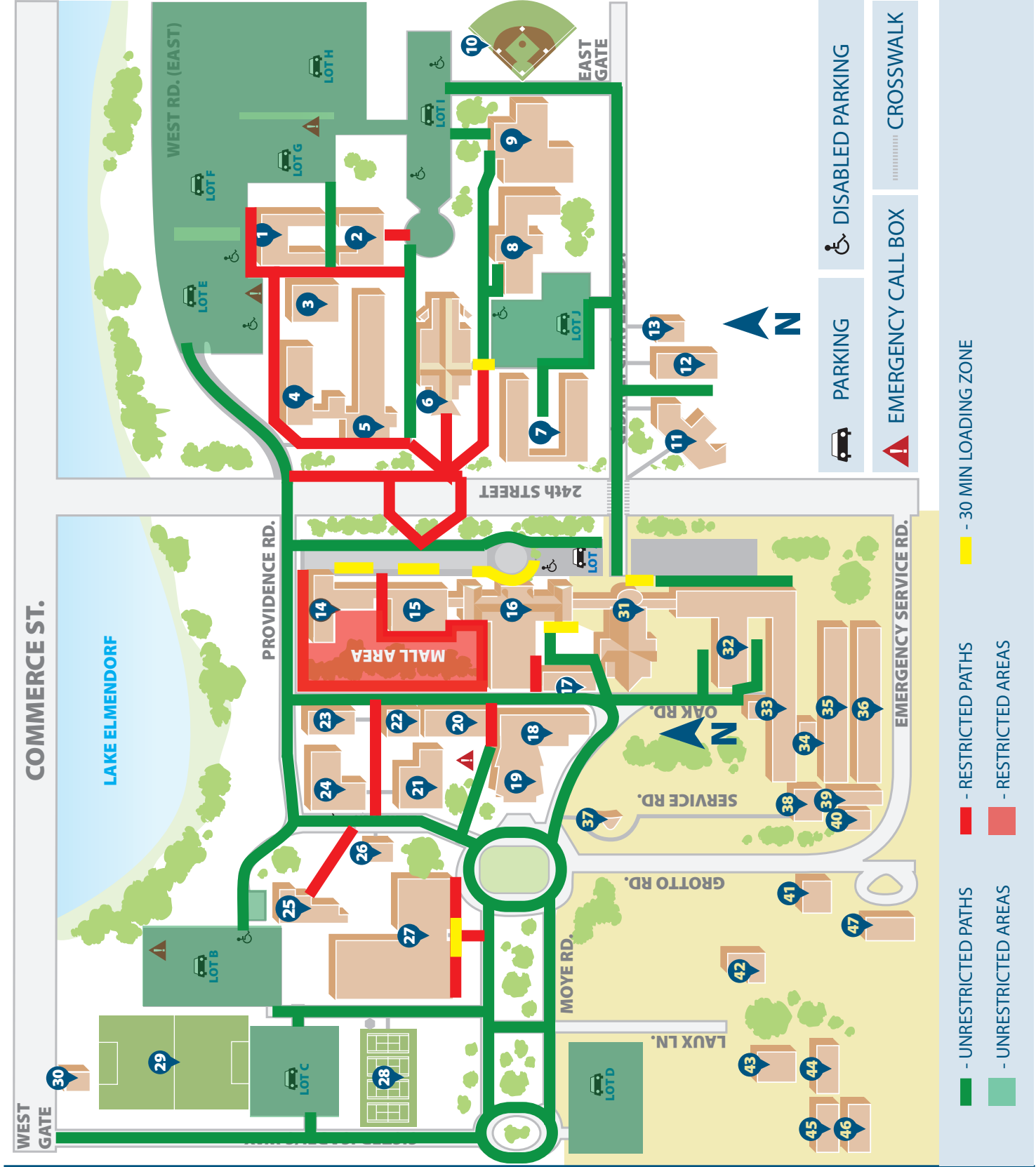
Campus Police will hand out tickets (from documented warnings and up to \$45 fines) to golf cart operators as they do other campus vehicles. Police will keep a file on hand for such golf cart tickets and reported violations. Police can ask for loss of privileges for identified repeat offenders. A report from Police will be forwarded to the responsible department director. Additionally, an official complaint form will be available online for others to file a complaint with Campus Police. An identification of cart is needed when filing a report. The report needs to be as descriptive as possible for the violation that occurred. The completed complaint form will be forwarded to Police and to the respective department.

Supervisors of departments with golf carts are responsible for their own drivers. The department supervisor can restrict usage for one major violation. It is recommended policy that one major violation puts the offending driver on probation, and more than one complaint ends the driver's privileges for use of University golf carts. The department can then review the performance of suspended drivers and reinstate privilege if so decided after the start of a new school year. Department director and Campus Police Chief will review offenses that have been reported throughout the semester.

University Police Department members will be exempt from the policy.

- Addendum 1: Golf Cart Map, Paths and Roadways
- Addendum 2: Authorized Drivers List
- Addendum 3: Driver Training and Policy Agreement
- Addendum 4: Department Golf Cart Sign-up sheet/Check out form
- Addendum 5: Golf Cart Safety Training Program

Addendum 1 - Golf Cart Map, Paths and Roadways



PARKING
 DISABLED PARKING
 EMERGENCY CALL BOX
 CROSSWALK

- UNRESTRICTED PATHS
- RESTRICTED PATHS
- 30 MIN LOADING ZONE
- UNRESTRICTED AREAS
- RESTRICTED AREAS

LEGEND	
Annunciation Chapel*	34
Ayres Hall	4
Bookstore	20
Casa Caritas	25
Centennial Hall	2
Convent*	32
Convent Buildings*	38-47
Durango House	13
Elliott House	26
Fine Arts Building/ 24th Street Theatre	18
Flores Hall	1
Flores Cyber Cafe	3
Harry Jersig Center	8
International Folk Culture Center (IFCC)	23
Main Building	16
Maintenance Shop	30
McCullough Hall*	36
Metz Hall	24
Moye Hall	15
Our Lady of Lourdes Grotto*	37
Pacelli Hall	5
Providence Hall	14
Reagan Hall*	35
Sacred Heart Conventual Chapel*	31
Sister Elizabeth Anne Sueltenfuss Library	6
Soccer Field	29
Softball Field	10
St. Ann's Hall	17
St. Joseph Hall*	33
St. Martin Hall	11
St. Martin Hall Annex	7
St. Martin Hall Gym	12
Tennis Courts	28
Thermal Plant	22
Thiry Auditorium	19
University Wellness and Activities Center (UWAC)	27
Walter Student Service Center/ Constantineau Chapel	21
Worden School of Social Service	9

* Buildings owned and operated by the Congregation of the Sisters of Divine Providence

**Addendum 2
 OLLU Golf Cart Policy
 Authorized Driver List**

Department Name _____ Golf Cart(s) Number(s)_____

Authorizing Supervisor's Name _____

Title Ext. Number Cell Phone

Name of Driver	Affiliation (Student or Employee)

**Addendum 3
OLLU Golf Cart Policy
Driver Training and Policy Agreement**

By signing this form, you are consenting that you have been given training by your department supervisor on the University's golf cart policy. You understand that should you break any of these restrictions, you will be reported to your supervisor by Campus Police and can face removal of golf cart privileges.

_____ I have read and accept the responsibilities outlined in the golf cart policy.

_____ I have read and understand the restrictions of the golf cart policy.

_____ I have been trained on the proper usage of my golf cart.

_____ I have reviewed the map outlining the restricted and unrestricted areas of the golf cart policy.

_____ I have presented my valid U.S. driver's license and have disclosed any traffic Violations.

Driver's Signature

Date

Driver's Name Printed

Authorizing Supervisor's Signature

Date

Authorizing Supervisor's Name Printed

Addendum 4

Department Golf Cart Sign-up sheet/Check out form

Department Name: _____

Date	Name of person driving cart	Time Out	Time In	Golf cart# (if more than one vehicle in Dept.)

Addendum 5 Golf Cart Safety Training Program

(Program developed and provided by the Texas Department of Insurance www.tdi.texas.gov)

Employees driving and riding in golf carts are a necessary fact of life at Our Lady of the Lake University. That being said, golf carts are involved in a number of accidents each year, resulting in personal injury, death, and property damage. There are specific guidelines that should be followed for safe operation of golf carts. Management has decided to have written policies and procedures to manage and maintain equipment, and ensure employees operate the carts in a safe manner.

Operational procedures

- Golf carts must be operated only by those employees whose duties make it necessary for them to move equipment that is difficult or time consuming to move;
- Supervisors are responsible for designating which employees in their departments are authorized to operate golf carts;
- Employees may not operate golf carts until they have been fully trained and authorized;
- Contract employees, trainees, and visitors are prohibited from operating company golf carts;
- Golf carts approved for indoor use must only be used within the facility. Golf carts designated for outdoor use must be used out of doors and may not be used inside the facility.

Operator Training

To prevent workplace accidents, all employees who operate golf carts must be trained before using the vehicles. This training should include the proper procedures for operating and maintaining golf cart and used in conjunction with the golf cart operational manuals.

- All golf cart operators will be trained and authorized prior to using the vehicles;
- Training will include proper procedures for operating and maintaining golf carts;
- Supervisors are responsible for ensuring that operators have successfully completed golf cart training prior to driving the vehicle. Employee training documentation will include the trainee's name, title, department, date of training, and supervisor's signature and will be placed in the employee's file.
- Any employee who observes an operator driving in an unsafe manner must report the driver to University police.

Golf Cart Maintenance Safety Procedures

The following are basic rules of maintaining golf carts;

- Inspect the vehicle prior to use (at least daily) using the operator's checklist. Vehicle features to check include: tire inflation, cuts or punctures on tires, steering, forward and reverse gears and brakes. On occasion, due to moisture or lack of use, the brakes will tend to stick a little.
- Check for any indication of battery fluid leaks such as wet spots under the unit. If you do see or smell battery acid, remember it is caustic and may cause severe burns. So do not touch it, but apply some baking soda to the spill and notify the responsible department's supervisor.
- If the golf cart is in need of repair or maintenance, the unit should be taken out of service.
- Report any accident or damage to your supervisor immediately.

- Never modify a golf cart without first consulting the responsible department's supervisor. If repairs or modifications are needed, this may be accomplished through the contracted golf cart vendor that assists with maintenance.
- Never shift gears while the vehicle is in motion.

Golf Cart Storage

When storing golf carts, the following safety rules shall be observed:

- When the golf cart is not in use, you must engage the parking brake. The operator will place the golf cart control lever in the "neutral" position and remove the key.
- When the golf cart is put out of use for the day and for storing overnight, the unit must be secured with a cable and lock or an equivalent locking mechanism.

Battery Recharge

When recharging golf cart batteries, the following safety rules shall be observed:

- Wear safety goggles at all times.
- Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.).
- Do not smoke near the recharge station.
- Do not recharge near an open flame or source of ignition.
- Pour baking soda on spilled battery acid before cleaning up the spill.
- Wash skin thoroughly with cold water if skin is exposed to battery acid.
- Disconnect all battery charger cords before using the golf cart.

Refueling Equipment

When refueling golf carts;

- Shut off engine and let it cool first.
- Remove the fuel cap slowly and hold it at the semi-locked position until pressure is released.
- Allow the nozzle to empty by keeping it in the filler opening for several seconds after shutting off the fuel flow.
- Replace the fuel cap after checking to see that the venting is not clogged.
- Store fuel in UL listed and fire marshal approved Type 11 safety cans.
- Maintain fire extinguishers and other firefighting equipment nearby.
- If fuel spills on equipment, wipe up and allow any residue to dry before starting the engine.
- Do not run if your clothing catches fire. Stop, drop and roll. Apply a blanket or use a fire extinguisher on a coworker who catches fire.