


# PROCEDURE

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| <b>Subject</b>                    | <b>Golf Cart Safety Program</b>  | <b>Number:</b><br>6.01.12               |
| <b>Source</b>                     | Facilities Management  | <b>Reference (Rule #)</b><br>6HX14-6.01 |
| <b>President's Approval/Date:</b> | <br>2/21/2018 |   |

## A. PURPOSE

The Golf Cart Safety Program provides specific standards to ensure the safety of all persons on SCF campuses. Golf carts are widely used at SCF, moving people, delivering mail, supplies, equipment, etc. Golf carts are involved in accidents on college campuses nationwide each year that result in injury, death, and property damage. Safe working practices are important and safety is everyone's responsibility. All employees who operate any type of golf cart, electric or gas shall be trained and certified before operating these vehicles and shall be authorized to drive the vehicle.

## B. FUNDAMENTALS

The Manager of Operations & Environmental Health & Safety is responsible for developing an online Golf Cart Safety Program. This program will define the use of golf carts and who may operate them. At SCF, golf carts may be used in instances including, but not limited to the following:

1. Transporting items too large to carry;
2. Transporting SCF guests;
3. Responding to emergencies;
4. Security Services;
5. Facilities Operations;
6. Transporting persons with physical disabilities;
7. Providing access to areas that a licensed vehicle cannot access; and
8. Providing information and direction assistance to students and guests.

## C. GENERAL GUIDELINES

All members of the SCF community, including faculty, students and staff are governed by this policy. Drivers of golf carts, whether owned, or rented may not operate golf carts until they have been fully trained and certified.

## **D. OPERATIONAL PROCEDURES**

1. Drivers and passengers must remain seated while the vehicle is moving.
2. Never exceed the number of passengers for the number of available seats. Riding on backs, front or sides is not permitted.
3. Never overload the golf cart with equipment or other objects.
4. Always keep hands, arms, feet and legs inside the golf cart while in motion.
5. Slow down at all intersections and blind spots.
6. Reduce speed, and yield, when approaching pedestrians, who always have the right of way.
7. Reduce speed when turning or passing doorways.
8. Golf carts will not be driven through covered walkways (breezeways) except under the following circumstances; emergencies, medical, police or safety operations.
9. Do not park golf carts where they will block doorways, stairways, emergency exits, fire hydrants, fire lanes, handicap ramps, pedestrian's walk-ways, and normal traffic flow.
10. Golf carts will not be parked on sidewalks or ramps that would impede handicap accessibility. Parking in unauthorized areas of the campus is subject to disciplinary action.
11. Use the preferred golf cart route provided on the campuses maps and use campus streets or designated areas whenever possible.
12. Avoid sudden stopping. Avoid sudden turns.
13. When the golf cart is not in use, place the golf cart control lever in 'neutral', set the parking brake.
14. Never leave the keys in the golf cart when unattended.
15. Use the safety mirrors at each intersection to ensure pedestrian safety.
16. Only allow towing by golf carts which were originally designed for towing.
17. Observe all traffic laws such as lanes of travel, stop signs, legal passing of other vehicles.
18. Never back up without looking to see what is behind the golf cart.
19. When driving, maintain adequate distance between vehicles.
20. Operators will not drive a golf cart while under the influence of alcohol, illegal drugs, or medication that may cause drowsiness.
21. Operators must take the conditions into account when driving in reduced visibility due to bad weather, slippery surfaces or heavy pedestrian traffic.
22. The golf cart batteries should not be used to jump-start other vehicles, used to power other devices, or replaced by any person other than those authorized and trained to perform such work.
23. Disconnect all battery charger cords before using the golf cart.
24. Carefully observe traffic and vehicles pulling in/out of parking spaces. Maintain a low speed, especially in parking lots.
25. Only charge golf carts in properly ventilated areas (Fire Code NFPA 1 Ch. 52.3.6). Do not charge near open flame or source of ignition. Only an approved battery charger should be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged).

## **E. OPERATORS**

1. All operators shall acknowledge and comply with this Golf Cart Safety Program policy
2. If an accident/incident involves an injury or property damage, and accident report must be completed at the time of the accident/incident by Public Safety.
3. Only the essential use of campus communication equipment is permitted while operating a golf cart. Do not eat, drink, smoke or read while operating a golf cart.
4. Anyone driving in a parking lot or on a roadway is subject to all applicable FDOT rules, including child transportation requirements; child seats, seat belts, etc.

## **F. PRE-OPERATION INSPECTION**

Operators shall inspect each golf cart daily before use. If the golf cart is in need of repairs or maintenance, the vehicle should be taken out of service. Each operator shall be responsible to provide timely notification of safety and maintenance concerns to Facilities.

1. Check tires for proper inflation, cuts or punctures.
2. Check that steering is normal.
3. Check that forward and reverse gears are operational.
4. Check brakes for proper operation.
5. Check for any indication of battery fluid leaks such as wet spots under the vehicle. Report all leaks/spills, whether fuel or battery acid to Facilities for proper clean up.
6. Recharge the cart in the designated charging area, parking close to a fire extinguisher.

### Refueling Equipment (if applicable)

1. Shut off engine and let it cool.
2. Remove the fuel cap slowly and hold it at the semi-locked position until pressure is released
3. Allow the nozzle to empty by keeping it in the filler opening for several seconds after shutting off the fuel flow.
4. Replace the fuel cap after checking to see that the venting is not clogged.
5. Store fuel in UL listed and fire marshal approved Type 2 safety cans.
6. Maintain fire extinguishers and other firefighting equipment nearby.
7. If fuel spills on equipment, wipe up and allow any residue to dry before starting the engine.

## **G. FACILITIES MANAGEMENT RESPONSIBILITIES**

Facilities Management is responsible for:

1. All repairs, routine and preventive maintenance (for non-leased equipment).
2. Maintenance of all original equipment and safety features in good working order.

## **H. DEPARTMENT'S RESPONSIBILITY**

User departments shall be responsible for:

1. Ensuring staff in their department has been trained and certified according to this Procedure.
2. Taking timely corrective action for any employee infractions of this Procedure.
3. Providing a list of golf cart drivers to the Manager of Operations & Environmental Health & Safety.

## **I. OPERATOR TRAINING & CERTIFICATION**

The Golf Cart Training Program will be available on the SCF Portal. The Manager of Operations & Environmental Health & Safety will maintain training materials, records, and will work with department managers to assist in compliance with this Procedure.