University of New England
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 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 for periodic review of program

Department Supervisor –

- Ensure that all affected employees complete the required training (the supervisor can complete this or they can request that the Department of Environmental Health and Safety complete this).
- Send training records to the UNE HR Department (last page of this policy)
- Send the golf carts, weekly, to the mechanic garage for fluid level checks. In the summer of 2009, this will be done on FRIDAYS.
- Provide for annual maintenance of unlicensed vehicles
- 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 and/or Sodexho Employee handbook.

Employee 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
- Ensure that golf carts are brought to the Mechanic Shop on Fridays in the summer of 2007 for weekly fluid checks.

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 #6 below)
- Provide for a flashing light on rooftop of all UNE golf carts, and ensure proper operation

Reviewed: 4/9/08, 5/21/09
• Check fluid levels, back up alarm function, and head lights weekly, when the carts are brought to the garage

Human Resources –

• Tracking employee training records.

Purpose

The purpose of this document is to ensure that unlicensed vehicle operators are aware of the hazards that exist when operating vehicles of this type, and to prevent unnecessary damage or injuries that result from their misuse.

Policies

1. 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.

2. Most of the golf carts used on this campus are designed to carry a driver and one passenger. Some carts carry multiple passengers. No golf cart is to be operated with more passengers than seating is provided.

3. 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.

4. Never back up without making sure there is no person or obstructions behind the cart.

5. Never shift gears while the vehicle is in motion.

6. A golf cart should be operated on campus 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.

7. Avoid operating a golf cart on landscaped lawns.

8. When operating a golf cart on an intercollegiate athletics playing field, all driving must occur on the outside of the playing field, under no circumstances should a cart be used to cross a field.

9. Reduce speed to compensate for inclines, pedestrians, and weather conditions.

10. Maintain adequate distance between vehicles and pedestrian.

Reviewed: 4/9/08, 5/21/09
11. Approach sharp or blind corners with caution and reduce speed.
   • Blind corners include the Decary entrance and Sienna Hall facing Alfond
   • Sharp corners include the back side of Stella Maris

12. Use extreme care at building entrances and upon entering/exiting enclosed areas.

13. Never leave the keys in the golf cart when unattended.

14. 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.

15. When the golf cart is not in use such as overnight, the unit will be secured with a chain and lock or other equivalent locking mechanism.

16. 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.

17. 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.

**Equipment and Safety Checklist**

Before operating the golf cart, the operator will check for proper tire condition and inflation. Brakes will be checked for proper operation. The operator will check for any indication of battery fluid leaks such as wet spots under the unit. If the golf cart is in need of repair or maintenance, it should not be driven. Authorized facility personnel will work on the identified problem at the site where the cart is located or will tow it to the Mechanic Garage.

**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.
Staff Clearance for driving a UNE Golf Cart

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

_____________________________________
Employee PRN Number (for HR use)

_____________________________________
Supervisor Name (print clearly)

_______________________
Date

Please forward this form to the Department of Human Resources