



6001 University Boulevard
Moon Township, Pennsylvania 15108

Safety Policy Manual Section 2.0

Policy No. PS 1.1

**GOLF CART AND SERVICE VEHICLE
SAFETY**



Department: Safety
Section: Security Management Plan – Section 2. 0

Title: Golf Cart & Service Vehicle Safety
Number: PS 1.1

I. PURPOSE:

To establish a policy for the safe use and operation of golf carts, service vehicles or any motorized type unit not considered a vehicle, by state statute, on all Robert Morris University (RMU) campuses.

II. GENERAL:

Any person, who accepts the privilege of operating a golf cart, service vehicle or any motorized type unit, not considered a vehicle on RMU premises is deemed, by so doing, to have the knowledge, training and skill to safely operate that vehicle and shall be fully accountable for their actions and the consequences thereof. This policy covers all listed vehicles which are owned, leased or operated on RMU premises, by RMU employees, volunteers, contractors, vendors or agents, students and any rental group, regardless of size or energy source.

III. DEFINITIONS:

- A. Golf Cart – a low speed vehicle which is used on a golf course but is used at the University for other transportation purposes.
- B. Service Vehicle – includes all other type of vehicles equipped to be driven that may be used by the maintenance department for their operational day to day work.
- C. Other motorized type devices: a low speed device that may be used on RMU property i.e., Segway's, Motorized scooters, etc...

IV. AUTHORITY:

The RMU Public Safety Department shall restrict golf carts and all low speed vehicles for use on facility premises only. All rented carts and low speed vehicles are subject to the same rules instated within this policy. The University holds no responsibility for the safety features and equipment of the rented device. It is the rental company responsibility to make sure all such devices are safe for operation.

V. RESPONSIBILITY:

Golf carts or service vehicles shall be operated in accordance with the requirements of the attached documents, which are by reference incorporated into this Policy.

- A. RMU Safety Committee/Security Management Subcommittee
 - 1. Shall administer the Golf Cart or Service Vehicle Safety Policy.
- B. RMU Public Safety Department
 - 1. Shall police the parking and operation of low speed vehicles.
 - 2. Shall impound, if necessary, golf cart or service vehicles violating the provisions of the RMU Golf Cart & Service Vehicle Safety Procedures. The vehicle will remain impounded until such time the owner complies with all applicable requirements.
 - 3. Shall provide or assist in providing the training program.



POLICIES AND PROCEDURES

Department: Safety
Section: Security Management Plan – Section 2. 0

Title: Golf Cart & Service Vehicle Safety
Number: PS 1.1

4. Shall maintain a list of all low speed vehicles, users and owners.
- C. Deans, Directors, Managers, Department Heads, and Supervisors. Departments that may routinely use these vehicles include, but are not limited to: Facilities Management, Public Safety, Athletics, Admissions, Parkhurst and the Island Sports Center.
1. Shall register the cart with the RMU Public Safety Department and affix the registration decal.
 2. Shall assure that all golf carts or service vehicles and operators, within their department, comply with the University Golf Cart & Service Vehicle Safety Policy.
 3. Shall assure that each golf cart or service vehicle owned, leased, or operated by their department which is used on RMU premises, is scheduled for and receives at least annual preventative maintenance services through RMU Maintenance.
 4. Shall ensure that the Golf Cart or Service Vehicle Safety Rules (Attachment A) is reviewed by each department employee who will operate such vehicle.
 5. Shall assure that required training and all completed Policy Acknowledgement Forms (Attachment B) are maintained on record within their department for three calendar years, after departure from the University.
 6. Shall assure that each individual who has been authorized to operate golf carts/service vehicles or who would reasonably be expected to operate said vehicles receives training prior to operating. Training shall include all aspects of this policy, safety procedures and employee demonstration of safe vehicle operation.
 7. Shall assure that operators receive periodic evaluation, counseling and training as appropriate to correct non-compliance or other noted deficiencies related to this policy.
 8. Shall complete and sign the Vehicle Information Form (Attachment C) when purchasing a golf cart or service vehicle.
- D. RMU Facilities/Management
1. Shall perform at least annual maintenance of all low speed vehicles. Preventative maintenance services shall include verification of the presence and proper operation of various safety features and, adjustment of the setting for “speed governors,” as may be appropriate.
 2. Shall remove from service any vehicle deemed unsafe, until such time the user/owner arranges for the repairs.
 3. Must maintain annual inspection records of all repairs until the golf cart or low speed vehicle is taken out of service.
- E. Operators
1. Shall be knowledgeable regarding the requirements of the RMU Golf Cart & Service Vehicle Safety Policy and Procedures.
 2. Shall acknowledge responsibility and accountability for compliance with the Policy by completing the Policy Acknowledgement Form (Attachment B).



POLICIES AND PROCEDURES

Department: Safety
Section: Security Management Plan – Section 2. 0

Title: Golf Cart & Service Vehicle Safety
Number: PS 1.1

3. Shall complete safety training as required prior to operating a golf cart or service vehicle.

F. Purchasing Department

1. Shall assure that all requisitions for the purchase of golf carts or service vehicles are accompanied by an appropriately completed Vehicle Information Form (Attachment C).
2. Shall assure that all purchases of low speed vehicles are equipped with the appropriate safety features prior to the purchase.

VI. PROCEDURES:

- A. Golf carts and service vehicles shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times. Pedestrians as defined in this document refer to: persons walking, jogging, inline skating, skateboarding, bicycling, or those in wheelchairs or mobility assistance devices.
- B. Golf carts or service vehicles shall be operated in accordance with the following specific rules:
 1. All occupants in the vehicle shall keep hands, arms, legs and feet within the confines of the vehicle while it is in motion and should only contain the number of passenger as there are seats.
 2. Golf carts or service vehicles shall not be parked in a location where they could obstruct an entrance or exit to any facility.
 3. Operators shall stop golf carts and service vehicles at all blind intersections and proceed cautiously at all times.
 4. Operators should avoid all walkways less than six feet wide. The recommended speed on walkways is 5 mph and in a congested area, the speed should be no faster than pedestrians walking in the same area.
 5. Special care shall be taken while driving golf carts or service vehicles through parking lots and on walkways. Golf carts shall not be operated at speeds in excess of 5 mph in these areas.
 6. Golf carts and service vehicles should operate or park only on hard surfaces unless the vehicle is specifically designed for and used for grounds maintenance.
- C. Golf carts shall be parked and or operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.
- D. Supervisors shall assure that each employee within their department, who is authorized to operate golf carts and service vehicles, is appropriately advised of all the requirements of the RMU Policy and these procedures.
- E. Supervisors shall obtain, and maintain on file, a statement signed by each employee who has been authorized to operate golf carts and service vehicles, attesting to their knowledge and understanding of the RMU Golf Cart & Service Vehicle Safety Policy. Please see Policy Acknowledgement Form (Attachment B).



POLICIES AND PROCEDURES

Department: Safety
Section: Security Management Plan – Section 2.0

Title: Golf Cart & Service Vehicle Safety
Number: PS 1.1

- F. Supervisors shall assure that employees review the Policy prior to any employee operating a golf cart or service vehicle, following any non-compliance incident and whenever determined necessary by the Supervisor.
- G. Golf carts and service vehicles shall be operated within the confines of RMU property only.
- H. Any individual or entity who is not an employee, agent or volunteer of RMU, who wishes to use RMU golf carts or service vehicles, or other such vehicles not owned by RMU, shall seek written permission from the head of the department, and approval from Public Safety Department.
- I. Authorization to operate a golf cart on roadways is contingent on the possession of a valid driver's license. Employees shall immediately notify their supervisor if and when their driver's license is suspended or revoked.
- J. Passengers seeking assistance are permitted on golf carts and service vehicles if the operator has fulfilled the requirements of the policy and procedures and the vehicle is operated on RMU grounds for RMU purposes.
- K. Supervisors shall assure that golf carts and service vehicles are operated in accordance with the manufacturer's recommendations. Golf carts and service vehicles shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
- L. Any golf cart or service vehicle, intended to be operated in excess of 15 mph, shall be equipped with specific safety features that include, but are not limited to seat belts, windshields, headlights, brake lights and rear-view mirrors. All University speed limits shall be observed.
- M. Golf carts and service vehicles intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights and taillights.
- N. Supervisors shall assure that each golf cart or service vehicle is tagged with the maximum load capacity recommended by the manufacturer. Golf carts and service vehicles equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
- O. Employees shall not operate golf carts or service vehicles owned by other departments unless approval has been granted by the supervisor of the department/unit to which the vehicle is owned.
- P. Golf carts and service vehicles shall be operated in compliance with the common "rules of the road" regardless of whether they are being operated on sidewalks or roadways.
- Q. Golf carts and service vehicles shall be equipped with a functional horn, unless the option was not available at the time of the vehicle purchase.
- R. Golf carts or service vehicles intended for operation in parking areas shall be equipped with strobes and back-up alarms. Installation of back-up alarms on all golf carts or service vehicles is required.
- S. Each golf cart or service vehicle shall be operated in accordance to the manufacturer's "Safety and Operation Instructions" affixed to the vehicle.
- T. All accidents involving golf carts and service vehicles shall be reported immediately to the supervisor of the department to which the vehicle is registered, and to RMU Public Safety Department, regardless of whether property or personal injury occurred. Police reports shall be filed as appropriate.



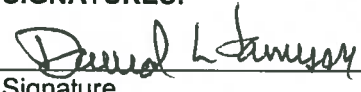
POLICIES AND PROCEDURES

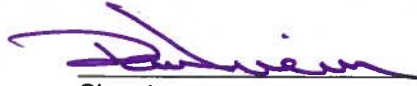
Department: Safety
Section: Security Management Plan – Section 2.0

Title: Golf Cart & Service Vehicle Safety
Number: PS 1.1

- U. Each operator shall be responsible to provide timely notification of safety and maintenance concerns regarding golf carts and service vehicles to the supervisor of the department to which the vehicle is registered, who will contact Facilities/Maintenance or other approved service facility for repair.
- V. Chargers for low speed electric vehicles must be plugged directly into a ground fault interrupter receptacle. The use of extension cords is not permitted.

I. SIGNATURES:

 7/18/13
 Signature Date
 David L. Jamison
 Provost & Senior Vice President Academic Affairs

 _____
 Signature Date
 Dan W. Kiener
 Senior Vice President for Business Affairs

Implementation Date: March, 2006

Last Reviewed/Revised: March 2013

- ATTACHMENTS:**
- A - RMU Golf Cart and Service Vehicle Safety Rules
 - B - RMU Golf Cart and Service Vehicle Safety Policy Acknowledgement Form
 - C - RMU Golf Cart and Service Vehicle - Vehicle Information Form



Department: Safety
Section: Security Management Plan – Section 2.0

Title: Golf Cart & Service Vehicle Safety
Number: PS 1.1

ATTACHMENT A

GOLF CART AND SERVICE VEHICLE SAFETY RULES



GOLF CART AND SERVICE VEHICLE SAFETY RULES

"WARNING.....unauthorized use of a golf cart is considered theft and a felony punishable by arrest and prosecution to the fullest extent of the law." Operators of all golf carts or service vehicles must comply with all RMU policies and procedures before driving this vehicle.

1. Remember pedestrians have the right of way - - - ALWAYS!
2. All body parts – feet, legs and arms shall be kept inside the vehicle while it is in motion.
3. Check the area behind the vehicle before backing up.
4. Slow down before turns. All turns shall be executed at reduced speeds.
5. Observe the limit of one person per seat (two per bench seat).
6. Always remain seated and hold on while the vehicle is in motion.
7. When the vehicle is to be left unattended, turn the key to "off" position. Remove the key and lock brake.
8. Drive the vehicle only as fast as the terrain and safety considerations allow.
9. Obey all traffic rules.
10. Avoid driving on the grass, stay on sidewalks and roadways.
11. Operation of any type of vehicle or device while under the influence of alcohol or controlled substance may subject you to an arrest.
12. Hand signals must be used during the operation of golf carts, service vehicles or other similar type devices if not equipped with turn signals. See attachment for hand signals.



Department: Safety
Section: Security Management Plan – Section 2. 0

Title: Golf Cart & Service Vehicle Safety
Number: PS 1.1

ATTACHMENT B

**GOLF CART AND SERVICE VEHICLE SAFETY POLICY
POLICY ACKNOWLEDGEMENT FORM**



**GOLF CART AND SERVICE VEHICLE SAFETY POLICY
POLICY ACKNOWLEDGEMENT FORM**

Employee Name (print): _____

*Department: _____

Room Number/Building: _____

Phone Number: _____ Supervisor (print): _____

Driver's License Number: _____ State Issued: _____

(Driver's license must be show to the supervisor and a copy attached with this form.)

I acknowledge that:

1. I have read the RMU Golf Cart/Service Vehicle Safety Policy and Procedures.
2. I understand the Policy and Procedures.
3. I possess a valid driver's license.
4. I have completed golf cart or service vehicle safety training.

Date training completed: _____

5. Supervisor observed and validates the proper operation during test drive.

Date test drive completed: _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

***Department maintains this record for three years after departure of employment from the University. Send copy to Environmental Health and Safety.**



Department: Safety
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Title: Golf Cart & Service Vehicle Safety
Number: PS 1.1

ATTACHMENT C

**GOLF CART AND SERVICE VEHICLE SAFETY POLICY
VEHICLE INFORMATION FORM**



GOLF CART AND SERVICE VEHICLE SAFETY POLICY VEHICLE INFORMATION FORM

This form shall be completed by the department head and attached to each requisition for purchase of golf carts and service vehicles.

Name of Individual Initiating Purchase: _____

Department: _____

Campus: _____ Room Number/Building: _____

Overnight parking and charging location (be specific): _____

Phone Number: _____ Fax Number: _____

I have read the RMU Golf Cart and Service Vehicle Safety Policy and acknowledge that my department is able to comply with all requirements of this Policy.

I acknowledge that all members of my department, who shall be granted the privilege to operate golf carts on RMU premises, shall be required to comply with the requirements of this Policy.

Signed: _____ Date: _____

Department Head

Name of Purchasing Agent: _____

Purchase Order No.: _____ Date: _____

Purchasing Agent: Please forward to Environmental Health and Safety.