

FACILITIES & PLANNING SERVICES (F&PS)

Golf Cart Operation & Responsibility

Effective Date: July 30, 2015

Revision Date: March 14, 2018



Purpose: To provide guidelines for the use of golf carts on campus property (CBU golf carts are not street legal and therefore should not be driven on public streets). The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty and staff.

Procedure:

Golf Cart Operation

1. Drivers must possess a valid California driver's license. *It is the responsibility of the department head to ensure this standard is met.*
2. Golf carts must be operated at speeds not greater than 15 miles per hour (CBU campus speed limit), or less as conditions dictate. Operators should always consider terrain, weather conditions, visibility, and existing pedestrian and other vehicular traffic, which may affect safety.
3. Golf cart operators must stop at all posted intersections and blind intersections. They must also slow before rounding the corners of buildings to avoid collision with pedestrians/vehicles.
4. Golf carts should be operated on roadways whenever possible. Golf carts may be operated off road when being used for official business.
5. **Pedestrians will be given the right-of-way at all times.** Golf carts will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians.
6. Golf cart operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of vehicles.
7. Golf carts should only cross roadways in areas that are clearly visible from all directions. During low light conditions, they should cross only in well-lighted areas.

Department Administrative Responsibilities

- Supervisors will assure that each golf cart operator under their supervision is properly advised of this policy.
- Supervisors are responsible for obtaining a signed copy of page 3 of this instruction from the golf cart operators, as well as a copy of the operator's valid driver license. These documents are to be kept by the supervisor/department for the duration of the golf cart operator's employment.
- Supervisors shall provide individual hands-on training regarding operation of the golf cart prior to permitting an employee to operate a golf cart.

Employee/Operator Requirements and Standards

- **IMPORTANT:** Operators are responsible for the security of the ignition key and golf cart, while a golf cart is assigned to them. Any time a golf cart is left unattended, the key will be removed from the ignition and kept in the possession of the authorized operator. *Golf carts are susceptible to theft, especially at campus perimeter areas.*
- Golf cart operators are not permitted to drive while wearing devices that impede hearing (e.g. headsets, earplugs, etc.).
- **Golf cart operators are not permitted to use cell phones (talk or text) while driving a golf cart.**
- All passengers must be in seats designed for such use. No passengers are allowed to be transported on the bed, back or sides of golf carts except for medical emergency transportation.

Other Safety Items

- Golf carts operating after dark are required to have functioning headlights.
- Golf carts will not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.

Maintenance Responsibilities

- Each golf cart operator is responsible for providing timely notification of any safety and/or maintenance concerns to their supervisor.
- Supervisors are responsible for ensuring timely repair of golf carts when problems are reported. If timely repairs cannot be made, the golf cart should be taken out of service until the repairs are completed.
- *The "owner" department is responsible for maintenance of the golf cart and all associated costs.*
- Extensive work/preventative maintenance can be performed by Golf Cars of Riverside, (951) 276-9872, at the expense of the "owner" department.
- Water levels must be maintained in golf cart batteries. The electrolyte waters levels in the batteries should be checked weekly. As per the guidelines provided by the golf cart manual, the water level in the batteries should be maintained to the specified mark. **Distilled water** (not tap water) must be used to fill batteries to the appropriate level.
- **It is the responsibility of the department to purchase tires, distilled water and batteries for golf carts. They are also responsible for ensuring that golf carts are cleaned (including trash removal) on a regular basis.**

Accident Reporting

- **ALL** accidents involving golf carts will be immediately reported to the Department of Public Safety (x4311) and the operator's supervisor, regardless of fault, damage or personal injury.
- In case of personal injury to California Baptist University staff or faculty members, a Workman's Compensation claim must be filed with the Human Resources department within twenty-four (24) hours.

For questions regarding the above procedures - call F&PS @ x4360.

GOLF CART OPERATION AND RESPONSIBILITY ACKNOWLEDGEMENT FORM

(This form and a copy of the operator's driver's license will be placed in the department personnel file of the operator.)

Employee Name (print): _____

Department: _____

Phone: _____

By signing below, I acknowledge that:

- My supervisor has instructed me on the proper use and operation of the golf cart.
- I have read and understand the golf cart policy.
- I understand the hazards associated with driving a golf cart and agree to abide by the policy and safety guidelines.
- I have been provided with the opportunity to ask questions related to the policy and these guidelines.

Employee Signature

Date

Supervisor Signature

Date