



Subject: Golf Cart Safety

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I. Purpose

To establish a campus-wide standard for the safe operation of golf carts on University premises. These Golf Cart Safety Guidelines are intended to promote the safety of all persons operating golf carts as well as the safety of all pedestrians on University premises. Departments are encouraged to develop further guidelines to convey any department specific rules or conditions.

State Legislation Compliance

The golf carts operated on campus at the University of Michigan-Flint do not meet the regulatory definition of "Low-speed vehicles".

Specifically, the golf carts on campus are unable to attain speeds of over 20 mph (32 km/h) on a paved and leveled surface.

In order to maintain compliance with state regulations, departments must ensure when purchasing, modifying, operating, etc. that the attainable speed of their golf carts remains below 20 mph (32 km/h). If not, departments will be responsible for complying with other additional and stricter regulatory requirements that restrict the use of golf carts on campus.

II. Responsibilities

Directors, Department Heads, and Supervisors:

- Shall be responsible for assuring that all individuals operating their department's golf carts receive a copy of these guidelines.
- Shall be responsible for assuring that all individuals operating their department's golf carts comply and meet the requirements of the Golf Cart Safety Guidelines.
- Shall assure that each golf cart owned or leased by their department is scheduled for, and receives routine and annual preventative maintenance.
- Shall be responsible for properly identifying and registering the vehicle's year, make, model, and VIN with UM-Flint Public Safety.
- Shall be responsible for identifying an individual to keep track of documentation and supervise training for their department's golf carts. Documentation should be kept for a minimum of 3-years.
- Shall maintain a copy of the Owner's manual and assure that it is made available to all employees who operate a golf cart and to all maintenance personnel upon request.
- Shall ensure that the department's equipment is not altered or modified in such a way that the equipment is no longer compliant with these guidelines or the manufacturer's recommendations.

Operators:

- Shall read, understand, and comply with these Golf Cart Safety Guidelines.
- Drive safely, carefully, and sensibly at all times.
- Will report all accidents involving a golf cart to the Department of Public Safety, their immediate supervisor, and to Environment, Health and Safety.
- If an accident involves an injury or property damage, an accident report must be completed at the time of the incident by the Department of Public Safety.
- If an injury was sustained, a UM Work Connections Illness and Injury Report form needs to be filled out completely by the operator and their immediate supervisor; the report should be submitted to Environment, Health, and Safety within 24 hours of the incident.
- Provide a copy of a valid driver's license to the supervisor of the department owning and responsible for the golf cart.

III. General Operating Guidelines

Operators must possess a valid driver's license.

All operators must complete the University of Michigan-Flint Golf Cart Training Program and pass a written test administered by department coordinator after training.

Operators must obey all motor vehicle traffic rules and regulations.

The pedestrian always has the right of way.

Never overload the golf cart with people, equipment or other objects.

Always lock and secure golf cart when not in use.

Never leave the keys in the golf cart when unattended.

Never operate the golf cart with more passengers than it is designed to hold.

Always keep hands, arms, feet and legs inside the golf cart when in motion.

Operators are never to exceed 15 mph.

Operators will not drive a golf cart while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.

Reduce speed to compensate for inclines, corners, bumps/rough terrain, pedestrians, and especially on wet/icy conditions.

No abrupt stops (skidding) or any form of horseplay.

Never drive over sprinkler heads, drain covers, turf and shrubs, etc.

Do not jump curbs or other obstacles that may damage the cart or cause injury.

Be certain to set the brake whenever stopping and leaving the cart.

Drivers and passengers must remain seated whenever the vehicle is in motion. Carts should be cleaned and returned to designated parking/recharging location.

Vehicles not registered by Secretary of State are not to be driven on public roads, except where permits or legislation allows.

Implements must be hitched according to manufacturer's instructions. Improvised methods and modifications beyond the manufacturer's recommendations are not permitted.

Closed toe footwear, that provides a firm grip when mounting and dismounting vehicle or operating foot pedals must be worn. Under no circumstances are sandals or open-toed shoes to be worn while operating machinery.

IV. Parking

Park in authorized areas of campus only.

Do not block entrances to buildings, stairways, disability ramps or other main egress patterns.

Set parking brake prior to leaving the golf cart.

V. Pedestrians

Pedestrians must be given right-of-way at all times.

Upon approaching a narrow sidewalk or bridge that is occupied by pedestrians, the operator should allow the pedestrian traffic to clear before resuming duties.

If the sidewalk you are driving on is blocked by pedestrians, politely and audibly announce that you need to pass.

VI. Training

All employees that will be operating a golf cart are required to undergo a standard orientation process that includes:

- Acquirement, review, and familiarization of UM-Flint Golf Cart Safety Guidelines.
- Completion of a written examination.
- Demonstration of knowledge of golf cart operation to the supervisor of the department owning and responsible for the golf cart.

VII. Report of Misuse

Any unsafe conduct or misuse of the golf cart should be reported immediately to the Department of Public Safety (762-3333). Those who report any misuse or conduct will have their identity remain anonymous if requested.