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USC Upstate Policy For The Safe Operation of Golf Carts, Accessibility Carts, Low Speed and Utility Vehicles on Campus

USC Upstate Golf Cart, Accessibility Cart, Low Speed and Utility Vehicle Safety Program

Purpose:

The purpose of this program is to ensure the safe operation of golf carts, accessibility carts, low speed and utility vehicles on the USC Upstate campus; to make all operators aware of the potential hazards that exist in driving such carts and vehicles and to prevent any damage or injuries that may occur while operating such vehicles. Moreover, this training will satisfy the training requirements as outlined in OSHA standards.

Statement of Policy:

It is the policy of USC Upstate to provide employees, students and visitors with a safe and healthful environment. This policy and training guide regulating the use of golf carts, accessibility carts, low speed vehicles and utility vehicles on the USC Upstate campus has been created with the intent of ensuring a safe working and learning environment.

Definition:

Golf carts, carts, accessibility carts, utility vehicles and low speed vehicles are defined as electrically or motor driven vehicles that do not exceed 25 mph.

Policies:

- Operators must possess a valid Drivers License
- All operators must attend and successfully pass safety training specific to the vehicle which they are driving prior to operating a golf cart, accessibility cart, utility, or low speed vehicle.
- Operators will not exceed 15 MPH in golf carts, accessibility carts and utility vehicles.
- Operators will not exceed 25 mph while driving low speed vehicles.
- Operators shall not use cell phones or other communication devices while driving.
- Operators shall not operate vehicles outside the grounds of USC Upstate.
- Do not exceed the maximum safe occupancy of the vehicle.
- Do not exceed the recommended load capacity for the vehicle.
- No modifications shall be done without the approval of the manufacturer.

- No vehicles will be operated between sunset and sunrise without headlights, taillights, and brake lights.
- Charging of electric carts and fueling of gas powered carts will be done in a well-ventilated area clear of any ignition sources.
- Carts are to be parked away from heavily traveled pedestrian areas. No parking on grass or in front of building entrances.
- Pedestrians have the right-of-way; as such, carts must yield to pedestrians on sidewalks. If approaching pedestrians reduce speed to ensure that no accidents occur.
- Modifying or tampering with a cart's governor is strictly prohibited.

Responsibilities of Operators:

Supervisors and employees operating carts and low speed vehicles have specific responsibilities for ensuring that these vehicles are operated in a safe manner pursuant to University guidelines and maintained in accordance with the manufacturer's guidelines.

- **Departments:** University Departments are responsible for:
 - All repairs and maintenance costs.
 - All preventative maintenance and repair records for their carts.
 - Keeping all original equipment and safety features in good working order.
- **Employees:** Employees are responsible for:
 - Inspecting the vehicle before operating and documenting any problems.
 - Maintaining a current and valid SC driver's license.
 - Attending an approved safety program prior to operating a cart.
 - Operating the cart in a safe manner at all times.
 - Reporting any accidents to the Department of Public Safety and his/her direct supervisor immediately.
- **Supervisors:** Supervisors are responsible for:
 - Ensuring that drivers are licensed and have attended the approved safety training prior to operating the vehicle.
 - Submitting employee driver's licenses to the Transportation Services Coordinator.
 - Taking timely corrective action for any employee infractions of this policy.
 - Ensure their carts are operating properly and that repairs are made in a timely manner. If the repairs needed are such that it renders the vehicle unsafe to drive, the vehicle shall not be driven until repairs have been made.
- **Transportation Services Coordinator:** The University's Transportation Services Coordinator located in the Department of Public Safety is responsible for:

- Facilitating the appropriate training for employees of the University.
- Reviewing accident reports involving vehicles described in this policy. Reports will also be forwarded to the Director of Risk Management for review.
- Assisting supervisors with compliance of this policy.
- Procurement of safety devices such as reflective markings and mirrors for these vehicles.

Training:

- The Department of Public Safety will schedule training classes at the beginning of each academic year or more often as campus needs dictate.

Training will consist of:

- A power point presentation or safety video concerning the safe usage of golf carts, accessibility carts, utility vehicles and low-speed vehicles.
- A hands-on training demonstrating operating and safety features of the vehicle.
- A practical exam by the employee demonstrating the ability to safely and properly operate the golf cart, accessibility cart, utility vehicle or low-speed vehicle.
- Training for Facilities Management employees and student workers assigned to Facilities Management will be conducted by a trainer from the Facilities Management Department.
- Training for all other University departments will be conducted by a trainer from the Department of Public Safety.

Enforcement:

- The Transportation Services Coordinator will maintain a list (updated annually) of all drivers that have successfully completed the requisite training. Any employee found in violation of this policy will be reported to the employee's supervisor.
- University Police and/or Parking Services may check cart, golf cart, accessibility carts, utility, and low speed vehicle operators to ensure that they are in compliance with University policy.
- Employees who operate golf carts, accessibility carts, utility vehicles and low speed vehicles without successful completion of the aforementioned driver's training shall be reported to their respective supervisor for disciplinary action.
- Any employee who is observed driving or operating a golf cart, accessibility cart, utility or low speed vehicle in an unsafe manner will be reported to the employee's supervisor for review and possible disciplinary action.
- If an employee is involved in a vehicular accident, an investigation will be conducted by the Department of Public Safety and findings forwarded to the

Director of Risk Management. If it is determined that the operator was at fault, the employee will be required to attend the first regularly scheduled driver improvement course post-accident. Failure to attend this course will result in revocation of authorization to drive any of the vehicles listed herein.

- If an employee is involved in an accident involving gross negligence as determined by the Director of Risk Management and Transportation Services Coordinator, driving privileges will be immediately revoked. The investigation will also be referred to the employee's supervisor for possible disciplinary action.