

Saint Louis University

Golf Cart/Utility Vehicle Usage Rules and Regulations

Statement:

Saint Louis University (SLU) strives to provide a safe environment for all its students, vendors, employees, and guests. The purpose of these rules and regulations is to provide governing procedures on the use and operation of non-licensed powered carts so that University owned, or contractor-owned non-licensed equipment (including but is not limited to: golf cart-type vehicles, lawn mowers and utility vehicles) are operated in a safe manner to prevent injuries to personnel and property.

All individuals operating non-licensed vehicles will follow safety rules and procedures that are outlined by the University. Golf Cart/Utility Vehicles may not be used for personal business.

Knowledge of and compliance with applicable state laws, rules, regulations, and policies are the responsibility of the driver. Failure to follow the rules and procedures outlined by the University can lead to forfeiture of University benefits, loss of use privileges and other disciplinary action.

Responsibilities:

1. Departments operating above referenced equipment need to notify Risk Management and Insurance (riskmgmt@health.slu.edu) to add their equipment to the asset inventory list.
 - a. Department Name
 - b. Supervisor Name
 - c. Make
 - d. Model
 - e. Serial Number
2. Identification – All University owned or leased powered cart vehicles must have the following identifications provided by Transportation Services:
 - a. The inventory number, provided by Transportation, is placed on both side panels.
3. School/Department/Operating Unit Administrative Responsibilities:
 - a. If your department has employees who drive a university vehicle or rental vehicle (including golf carts) on university business more than four times a month, contact Risk Management to be enrolled in a continuous monitoring service. There is no charge to the department.
 - b. Supervisors must ensure that each employee in their department who operates a powered cart is properly advised of this guide.
 - c. Supervisors must ensure that that each person who will be driving a Golf or Utility Cart for the University has filled out a [Motor Vehicle License Registration Check](#) (MVLRC) every fiscal year.

- d. Supervisors should obtain a signed copy of the Golf and Utility Cart Usage Guide Acknowledgment Form from each employee in their department who operates a powered cart vehicle.
 - e. Supervisors should ensure their employees take and pass the Golf Cart Safety Training in Workday.
 - f. Departments should implement procedures for the control of powered cart vehicles registered to them.
4. Equipment operators violating these procedures may be prohibited from operating equipment.
 5. Equipment shall not be operated in a manner that may endanger drivers, passengers, or other individuals (pedestrians), or damage University property.
 6. Equipment operators (drivers) should be limited to employees (including student employees) and volunteers. Passengers may include contractors being shuttled by employees, guests being shuttled for University events, students being shuttled by Department of Public Safety. Family members/children should not be allowed to ride in carts.
 7. Any accidents or incidents should be immediately reported to Risk Management and the Department of Public Safety and Emergency Preparedness, regardless of damage.
 8. All University owned or leased powered cart vehicles need to be stored in a secure location, preferably in a parking garage or other secure area. All vehicles must be equipped with an anti-theft locking mechanism of some kind when not in use. You may purchase one online, at the time of purchase, or you can reach out to Facilities Services to have your steering column drilled for a lock.

Rules and Regulations:

1. Do not exceed the passenger limit, seating designation or capacity.
2. Golf Cart/Utility Vehicles are to be operated at speeds as safety concerns demand. Reduce speed to compensate for inclines, corners, bumps/rough terrain, pedestrians, and especially on wet/icy conditions. In particular, reduce your speed when entering the Quad areas due to increased pedestrian activities.
3. Dialing and/or texting on mobile phones, wearing headphones or manipulating other devices is prohibited while operating equipment.
4. Do not block any access or egress (natural flow of traffic) to entrance areas for buildings, stairways, disability ramps, or main thoroughfares. Equipment should be parked in a parking space where available.
5. Park carts in single file so they do not block or interfere with the normal flow and path of pedestrians or other carts.

6. While driving equipment through parking lots/garages, special care should be taken to observe traffic and vehicles pulling in/out of parking spaces.
7. Departments are responsible for ensuring that their powered carts are properly secured when not in use. Contact Risk Management for options on securing your cart.
8. Pedestrians have the right of way. Equipment operators must reduce speed on walkways when pedestrians are present, and space is limited. Maintain safe distance between golf cart and pedestrian. Drive on the right side of sidewalks/paths similar to street driving rules.
9. Equipment should not be operated on streets unless to carefully cross over at stop light crossings unless the vehicle is legally authorized to be driven on a street.
10. When walkways are crowded (between classes), equipment operators must either stop or proceed around pedestrians at a very slow pace.
11. Golf Cart/Utility vehicle operators will stop at all "blind intersections" and then proceed with caution.
12. When equipped, seatbelts and/or restraints should be worn at all times.
13. Avoid abrupt stops (skidding), high speed turns and any form of horseplay.
14. Avoid driving over sprinkler heads, drain covers and avoid turf (grass).
15. Do not jump curbs or other obstacles that may damage the equipment.
16. All occupants in/on the equipment shall keep hands, arms, legs, and feet within the confines of the equipment at all times when in motion.
17. Drivers and passengers must remain seated whenever the vehicle is moving. Do not stand on or ride on the bumpers, fenders, or club storage area. Drivers should stop equipment when looking or scanning beyond a 90° field of vision (stop before turning your head to view something behind you – 180°).
18. Be certain to set the brake whenever stopping and leaving the equipment. The ignition key shall be removed when leaving the cart.
19. Cart operators shall never operate a vehicle under the influence of drugs or alcohol.
20. Never back up without making sure there is no person or obstructions behind the equipment.

21. Equipment should be inspected before each use. Each operator is responsible for providing timely notification of safety and maintenance concerns to their supervisor. Supervisors are responsible for seeing to the timely repairs of those concerns. The department of ownership is responsible for the cost of all repairs to the equipment.

GOLF CART/VEHICLE USAGE GUIDE

ACKNOWLEDGEMENT FORM

I have reviewed and understood Saint Louis University's Golf Cart/Vehicle Usage Guide. I agree to adhere to the guidelines proscribed in this guide.

Signature of authorized Golf Cart/Vehicle Operator

Signature of Department Golf Cart/Vehicle Supervisor