

# Golf/Utility Cart Safety Policy

## University of Central Arkansas

### **Policy Statement**

The following policy and safety guidelines apply to golf/utility carts or other unlicensed vehicles that are driven on University of Central Arkansas (UCA) property.

Golf/utility carts are traditionally used to transverse campus common areas quickly and quietly. It is a common practice for them to be used not only for the transportation of persons but for utility purposes as well. They are of significant value to the University for efficient and economic transportation. Recognizing that a golf/utility cart is a moving vehicle, UCA has established procedures for the safe operation of these vehicles.

Individuals utilizing golf/utility carts on UCA property are expected to operate them in a safe and courteous manner. Golf/utility cart operators found in violation of these safety procedures and/or misusing golf/utility cart equipment may be subject to disciplinary action, including being prohibited from operating a golf/utility cart on UCA property. The UCA Police Department will enforce this policy.

Copies of these policies are available through the office of University of Central Arkansas Police Department or on our website at <https://uca.edu/police/policies-regulations/>

### **Procedures for Safe Operation of Golf/Utility Carts**

The following are basic rules of operating and maintaining golf/utility carts used for work transportation on the campus of the University of Central Arkansas.

1. Golf/utility carts should be operated on campus roadways. Sidewalks should be used only where roadways and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.
2. On the campus of the University of Central Arkansas, the pedestrian always has the right-of-way. Operators of golf/utility carts will permit this right-of-way. If the golf/utility cart is being operated on a sidewalk, the operator will pull off of the sidewalk to pass the pedestrians or stop the unit when approaching pedestrians until they pass.
3. Most of the golf/utility carts used on this campus are designed to carry a driver and one passenger. Some "tram" type carts carry multiple passengers. No golf/utility cart is to be operated with more passengers than seating is provided.
4. All occupants in the golf/utility cart shall keep hands, arms, legs and feet within the confines of the golf/utility cart at all times when the cart is in motion.
5. Never back up without making sure there is no person or obstructions behind the cart.

6. Never shift gears while the vehicle is in motion.
7. A golf/utility cart should be operated on campus at a speed equivalent to a well-paced walk and no faster than fifteen-mph. This maximum speed may be subject to the terrain over which it is being driven, the weather conditions, and the total weight of the golf/utility cart and passengers and any equipment being carried.
8. Golf/utility cart operators shall possess a valid driver's license and observe all Arkansas vehicle traffic laws such as lane travel, stop sign, legal passing of other vehicles, etc.
9. Avoid operating a golf/utility cart on landscaped lawns.
10. Reduce speed to compensate for inclines, pedestrians, and weather conditions.
11. Maintain adequate distance between vehicles and pedestrian.
12. Approach sharp or blind corners with caution and reduce speed.
13. Use extreme care at building entrances and upon entering/exiting enclosed areas.
14. Do not park on any areas that have pavers.
15. Use parking areas posted for golf/utility carts, areas on sidewalks that are not in the main stream or a Services parking space.
16. Never leave the keys in the golf/utility cart when unattended.
17. When the golf/utility cart is not in use the operator must place the golf/utility cart control lever in the park or neutral position, remove and secure the key and set the parking pedal brake.
18. When the golf/utility cart is not in use such as overnight, the unit will be secured at either the UCA Physical Plant Compound or with a chain and lock or other equivalent locking mechanism. The steering wheel must be chained to a fixed post on the cart to prevent the wheel from turning.
19. Golf/utility carts will not be driven on city streets that surround the university, but they may cross those streets to gain access to university buildings, parking lots, other properties.
20. Personally owned golf/utility carts are allowed to be used on campus with the permission of the Chief of Police or Director of Physical Plant or their designees.

### **Equipment and Safety Checklist**

- ✓ For proper tire condition and inflation.
- ✓ Brakes for proper operation.
- ✓ For any indication of battery fluid leaks such as wet spots under the unit.

If the golf/utility cart is in need of repair or maintenance, it should not be driven. Authorized Physical Plant personnel will work on the identified problem at the site where

the cart is located or the unit will be towed to the Physical Plant Motor Pool shop for those repairs.

## **Battery Recharge**

When recharging the batteries, the following safety rules shall be observed: Do not smoke near the recharge unit. Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.) Do not recharge near an open flame or source of ignition. Pour baking soda on all spilled battery acid before cleaning up the spill. You should wash skin thoroughly with cold water if it comes in contact with battery acid. Disconnect all battery charger cords before using the golf/utility cart.

## **OPERATING THE GOLF/UTILITY CART**

**The following “rules of the road” should be observed when operating an UCA or authorized golf/utility cart:**

- **Golf/utility carts should be operated on perimeter roadways. Sidewalks should be used only where roadways and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.**
- **When on the roadway, keep to the far right side of the lane to allow other vehicles to pass, if safe to do so. Maintain adequate distance between vehicles.**
- **Use extreme care at building entrances and upon entering/exiting enclosed areas.**
- **Always lock and secure the golf/utility cart when it is not being used. Use extreme care at building entrances and upon entering/exiting enclosed areas.**
- **Always obey all traffic rules and regulations.**
- **Keep hands, legs, feet, and arms inside the golf/utility cart when it is in motion.**
- **Never back up without making sure there are no obstructions behind the cart.**
- **Never operate the golf/utility cart with more passengers aboard than it is designed to accommodate.**
- **Approach sharp or blind corners with caution.**
- **Reduce speed to compensate for inclines, pedestrians, and weather conditions.**
- **Never leave the keys in the golf/utility cart when unattended.**