



Policy Name:	Golf Cart and Utility Vehicle Use Policy				
Section Number:	4.16	Section Title:	Office of the President		
Policy Owner:	Director of Campus Operations	Last updated:	February 2021	Reviewed :	April 2021
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These guidelines have been developed to assist the Jones College (College) campus community in understanding the importance of safety when operating golf carts. For the purpose of the guidelines, the term "golf cart vehicles" will be used to encompass golf carts, ATV, side by side and other similar utility vehicles.

Section 1. Authorization

All drivers must possess a valid driver’s license.

All College-owned golf cart vehicles are to be used for official business only and only operated by a Jones employee or a current student at the direction of a College employee. Personally owned golf cart vehicles may not be operated on College property, unless written approval has been obtained from Campus Operations.

Employees

Upon hire all College Employees will sign an acknowledgement of this policy presented through the Department of Human Resources. No employee may utilize any golf cart without first electronically signing this acknowledgement.

Students

Before a student can operate a golf cart, they must first be authorized to do so through the Campus Police Department. Students will sign an acknowledgement of this policy and its guidelines and can request further training on the cart they will operate. No students may utilize any golf cart without first signing an acknowledgement of this policy.

Section 2. Inspection and Maintenance

All golf cart vehicles should be well maintained and cleaned.

Tampering or modifying the golf cart vehicle’s governor is prohibited. Report any items not in proper working order to your supervisor and take the golf cart vehicle out of service until repairs are made.

Section 3. Safe Operation

Street legal golf cart vehicles (meeting National Highway Safety and Traffic Administration Standard 500) may be operated on roadways in accordance with posted speed limits. Most golf cart vehicles are not street legal and are therefore not allowed on roadways outside of the perimeters of campus except when crossing from one side to the other. Right-of-way must always be yielded to pedestrians. The speed limit for golf cart vehicles not on a standard roadway is 5 mph.

All golf carts are prohibited from operating on the brick pedestrian plaza and any other sidewalks on campus.

These additional guidelines for the safe operation of carts must be understood and followed at all times:

- Use extreme caution. Never drive faster than conditions allow. Be alert for changing hazards or hazardous conditions.
- Avoid distractions, drivers will not use cell phones while operating carts.
- Do not operate carts on roadways outside the confines of campus boundaries, e.g. Front Street, Court Street, Augusta Road and Hwy 29 are off limits.
- Do not operate carts inside, under, or through buildings.
- Avoid squeezing through narrow passages or tight spaces, especially in parking lots (when in doubt, take another route).
- Passengers will only ride in available seats in the carts.
- Do not operate carts on lawns or landscaped areas unless absolutely necessary. Vegetation is easily damaged.
- Drivers and passengers will keep heads, arms and legs inside the cart while in transit.
- Warn passengers of any upcoming turns or bumps.
- Drivers are responsible for the ignition key the entire time they use the vehicle. Keys are not to be left in carts while unattended.
- Drive head up hills/inclines.
- Never take your hands off the wheel.
- Sound horn at blind turns (if equipped).
- Vehicles are not to be overloaded, e.g. do not allow more passengers than seating provided or carry more load than the rated capacity. Passengers will not ride in the cargo area.
- When hauling loads, check to see that nothing obstructs your view and loads are secured in place.

The cart driver must report all accidents (as soon as possible) to his/her supervisor who will assist in completion and submittal of appropriate written reports required per College policy.

Note the following about pedestrians and disabled persons:

- **Pedestrians have the right-of-way.** Speed must be reduced to a minimum when driving along or near pedestrians.
- Cart drivers must be especially attentive to the needs of disabled persons, due to their limitations in vision, hearing or mobility.

Section 4. Parking

Park golf carts on hard surfaces such as asphalt and concrete. Never park in heavily traveled pedestrian areas. Do not block fire lanes, entrances to buildings, stairways, disability ramps, main thoroughfares, or fire suppression equipment.

Section 5. Compliance

Failure to comply with this policy can result in the user losing the privilege of operating golf carts on campus. Users displaying reckless actions with a golf cart may be held accountable through other College policies.

Section 6. Headings

All headings contained in this Policy are solely for the purpose of reference only, and shall not limit or otherwise affect any of the terms or provisions of this Policy and shall not be construed or interpreted in connection with any term or provision of this Policy.