

MONMOUTH UNIVERSITY POLICIES AND PROCEDURES

Policy Name: Golf Cart/Utility Vehicle Policy

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Issued by: Michael Wunsch, MS
Director of Compliance/Risk Manager

Approved by: John Christopher
Vice President and General Counsel

I: PURPOSE

Monmouth University desires to ensure that all golf carts/utility vehicles are operated safely on University property in order to reduce accidents, incidents, injuries and property damage related to the operation of golf carts/utility vehicles. Golf carts/utility vehicles shall be operated in accordance with the requirements of the Golf Cart/Utility Vehicle Operating Procedures listed below.

Golf carts/utility vehicles shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times. Under no circumstances may a golf cart/utility vehicle force a pedestrian off of a sidewalk.

II: SCOPE

Golf cart/utility vehicle is defined to include the operation of any electric or gas powered carts, golf carts and similar type vehicles. The scope of this policy applies to, but may not be limited to, the following:

- General employee (including student employee) use for campus transportation.
- Courtesy transportation for students, faculty, staff, visitors and persons with physical disabilities.
- Delivering and transporting items that are too large/bulky to be carried by hand.
- Providing access to areas where road-licensed/use vehicle may have difficulty navigating.
- Special events such as commencement, camps, institutional activities, etc.

All golf carts/utility vehicles operated on University property and all University students, faculty, staff, vendors or independent contractors, as well as campus visitors are governed by this policy.

III: POLICY

A. Department Requirements:

1. Departments must coordinate the purchase, lease or transfer of golf carts/utility vehicles with Facilities Management, the Office of Compliance/Risk Management and the Purchasing Department.
2. Departments are responsible for establishing appropriate parking locations and charging stations for golf carts/utility vehicles. Departments are responsible for all costs associated with establishing appropriate parking locations and charging stations for golf carts/utility vehicles. Installation of charging stations must be coordinated through Facilities Management.
3. Departments must ensure that their golf carts/utility vehicles are inspected annually by Facilities Management. Documentation of inspections must be kept for the life of the vehicle. Copies of all inspection reports must be sent to the Office of Compliance/Risk Management. If a golf cart/utility vehicle is transferred between Departments, the records must accompany the golf cart/utility vehicle.
4. Department personnel (i.e. operators) must immediately remove from service any golf cart/utility vehicle that is unsafe to operate until it has been repaired.
5. Departments must coordinate with the Office of Compliance/Risk Management to ensure all drivers are licensed and have received appropriate training.

B. Vehicle Requirements:

1. All golf carts/utility vehicles will be registered with the Office of Compliance/Risk Management as well as the Department of Finance and Budgets. Golf carts/utility vehicles will display the assigned identification tag on the golf cart/utility vehicle.
2. All golf carts/utility vehicles operated between sunset and sunrise must be equipped with headlights, taillights and turn signals.
3. All golf carts/utility vehicles operated on campus roadways must have a rearview mirror and a slow moving vehicle placard.
4. Vehicles operated on the roadways only during daylight hours may use hand signals in lieu of turn signals and taillights.
5. Student or visitor use of golf carts/utility vehicles for personal transportation is prohibited on campus.
6. All golf carts/utility vehicles must be conspicuously labeled with the Department owner.
7. Golf carts/utility vehicles must be maintained in proper working order. Those found to be unsafe to operate are subject to impoundment by the Monmouth University Police Department or the Office of Compliance/Risk Management until they are properly repaired.

C. Driver Requirements:

1. Golf cart/utility vehicle drivers must hold a valid driver's license.

2. All drivers must adhere to the Golf Cart/Utility Vehicle Operating Procedures contained in this policy.

D. Training:

1. Drivers of golf carts and utility vehicles must complete Golf Cart/Utility Vehicle Training offered by the Office of Compliance/Risk Management. Training will include:
 - a. Permissible areas of operation
 - b. Basic cart operations
 - c. Requirements affected by hours of operation
 - d. Parking restrictions
 - e. Passenger limits
 - f. How to handle accidents

E. Golf Cart and Utility Vehicle Operation Procedures:

1. Golf carts/utility vehicles will abide by all applicable State Laws and Ordinances. The use of golf carts/utility vehicles on public roadways is strictly prohibited unless authorized by state and local authority. Golf carts/utility vehicles shall only be operated within the confines of University premises for University business.
2. Golf carts that meet all New Jersey Department of Transportation safety requirements, are registered with the New Jersey Department of Motor Vehicles and insured (i.e. Athletics Department's 2018 STAR) are permitted on public roads and streets with posted speed limits not to exceed 25mph. Prior written approval by the Department Head is required before a golf cart is operated off campus and shall only be operated for University business.
3. Golf cart/utility vehicles shall be operated in compliance with the common "rules of the road" regardless of whether they are being operated on sidewalks or roadways. Operators will observe all State traffic laws, such as lane travel, stop signs, etc. Violators will be subject to traffic citations.
4. Authorization to operate golf carts/utility vehicles is contingent on the possession of a valid driver's license. Employees shall immediately notify their Supervisor if and when their driver's license is suspended or revoked.
5. Supervisors shall assure that each employee within their Department, who is authorized to operate golf carts/utility vehicles, is appropriately advised of all the requirements of the University Policy and has completed golf cart/utility vehicle training.
6. Employees shall not operate golf carts/utility vehicles owned by other Departments unless approval has been granted by the Supervisor of the Department which owns the vehicle.

7. Any individual or entity who is not an employee, agent or volunteer of the University, who wishes to use University golf carts/utility vehicles, or other similar vehicles, shall seek written permission from the Department Head with whom the individual or entity is associated, and approval from the Office of Compliance/Risk Management.
8. Golf cart/utility vehicle operators may offer assistance to those in need provided the operator is in compliance with the requirements of this policy and the vehicle is operated on University grounds for University purposes.
9. Golf carts/utility vehicles may only be operated in accordance with the manufacturer's recommendations. Golf carts/utility vehicles shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
10. Golf carts/utility vehicles shall not be parked in fire lanes, handicap parking spaces without a proper permit, in a manner that blocks the normal flow of pedestrian traffic or building entrances and exits, or on sidewalks or ramps that would impede pedestrian or handicap accessibility and/or operated as to impede vehicular traffic flow on roadways, ramps or sidewalks.
11. Golf carts/utility vehicles intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights, taillights and turn signals.
12. Operators of golf carts/utility vehicles which are not equipped with turn signals shall use appropriate hand signals.
13. Passengers are limited to those that fit within the manufacturer's installed seating area. Tilt beds and flat beds are not intended for passenger use. All occupants in the vehicle shall keep hands, arms, legs and feet within the confines of the vehicle while it is in motion.
14. Golf carts/utility vehicles equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation. Cargo shall not be placed on the roof of the golf cart/utility vehicle.
15. When the cart or utility vehicle is not in use, the operator must set the parking brake, turn the key to the off position, and remove the key.
16. Chargers for electric golf carts must be plugged directly into a ground fault interrupter receptacle. The use of extension cords is not permitted.
17. Each operator shall be responsible to provide timely notification of safety and maintenance concerns regarding golf carts/utility vehicles to the Supervisor of the Department to which the vehicle is registered and Facilities Management.

F. Inspections and Maintenance:

1. Individual golf cart/utility vehicle operators are responsible for inspecting golf carts/utility vehicles prior to each use.

2. Each golf cart/utility vehicle shall be inspected by Facilities Management annually. Golf carts/utility vehicles shall not be operated if any inspection item fails, until such time as the inspection item has been repaired.

G. Accidents

All accidents involving golf carts/utility vehicles shall be reported immediately to the Supervisor of the Department which owns the vehicle, Monmouth University Police Department and to the Office of Compliance/Risk Management, regardless of whether property damage or personal injury occurred. Police reports shall be filed as appropriate.

H. Sanctions:

The Monmouth University Police Department has the authority to enforce the provisions of this policy as well as issue traffic and parking citations. The University Community is encouraged to report irresponsible operations of golf carts/utility vehicles to the Monmouth University Police Department or the Office of Compliance/Risk Management. The following specific sanctions may be enforced:

1. Employees of the university may be subject to disciplinary actions.
2. Students may be subject to student disciplinary proceedings.
3. Persons not affiliated with Monmouth University may be subject to a ban from the campus by the Monmouth University Police Department.
4. Individuals are solely responsible for any fines relating to traffic citations.