

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.1.32.		
<i>CHAPTER:</i> General	<i>ISSUED:</i> 05/04/16	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> Golf Cart/Utility Vehicle Safety	<i>PAGE 1 OF 5</i>		

PURPOSE

This policy has been developed to define standards of conduct and establish mandatory training for faculty, staff, students, volunteers or contractors/vendors who operate golf carts and/or similar type utility vehicles (“utility vehicles”) while conducting business on the campus. The objective of this policy is to help prevent accidents and minimize the risk of personal injury or property damage associated with those incidents.

DEFINITIONS

Utility Vehicle: A vehicle regardless of size or energy source, which is non-licensed, including golf carts, Club Cars, Cushman’s or Gators.

Licensed Utility Vehicle: A vehicle that is used primarily on public roadways and is registered with the State of Nebraska.

POLICY

- It is the responsibility of individual departments with utility vehicles to ensure their drivers are trained and follow this policy.
- The University Public Safety personnel are responsible for the enforcement of and compliance with this policy.
- All drivers must be trained by Environmental Health and Safety before they can operate a utility vehicle on campus.

PROCEDURE

I. Privately Owned and Operated Utility Vehicles

- a. Privately owned or operated utility vehicles may not be operated on University property without the written approval of Environmental Health and Safety.
- b. The contractor/vendor must provide a copy of the required liability insurance as part of the approval process. Annual updating is required to maintain the certification.
- c. All drivers must be trained by Environmental Health and Safety before they can operate a utility vehicle on campus. A valid driver’s license is required to operate a utility vehicle on campus and must be presented at the time of training. A vehicle safety policy acknowledgement form must be completed at the time of training allowing the university to verify the operator’s driving record.
- d. Privately owned or operated utility vehicles which are authorized to be operated on University property must comply with this policy.

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II. Acquisition

- a. Procurement – Procurement of utility vehicles shall be in accordance with University policy.
- b. Specifications – Whenever feasible, the University recommends the purchase of electric-powered vehicles instead of internal combustion engine vehicles. All vehicles must have at least 4 wheels; three-wheeled vehicles are prohibited.
- c. Registration – Utility vehicles that will be operated on University property must be registered with Public Safety with the following information:
 - i. Name of school/department/operating unit, contractor/vendor
 - ii. Make and type of vehicle
 - iii. Serial number of vehicle

III. Identification

- a. All University owned or leased utility vehicles must have the following identifications unless prohibited by the lessor.
 - i. An official Creighton University logo placed on the front of the cart.
 - ii. The name of the school/department/operating unit in three (3) inch minimum letters on each side of the vehicle with an identifying number if the unit has more than one cart in use on the campus.
- b. Contractor/vendor utility vehicles must have the following identifications.
 - i. The name of the contractor/vendor on both sides of the cart.
 - ii. If contractor/vendor has more than one cart on the campus then each side of the vehicle must have an identifying number in three (3) inch letters.

IV. Equipment

- a. The following equipment should be present and operational on all utility vehicles:
 - i. Seat belts for all occupants in the utility vehicle if provided by manufacturer
 - ii. Horn/audible warning device
 - iii. Ignition shutoff/security systems
 - iv. Lights (head, tail, brake) for night use. Carts without such lights should not be used between dusk and dawn
 - v. Equipment tie downs
 - vi. Mirrors if cargo or other equipment blocks rear vision
 - vii. Slow Moving Vehicle Sign (SMV reflective sign)
 - viii. Top mounted strobe light
 - ix. Backup alarm
- b. Inspections
 - i. Formal safety inspections should be conducted monthly.
 - ii. Visual safety inspections should be conducted each day of use.

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- iii. Each department is responsible for assuring that the utility vehicle is in proper working condition, as outlined by the manufacturer's specifications, and is safe to operate.
- c. Modification – Utility vehicles may not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.

V. Cart Operation

- a. Utility vehicle operation must be in compliance with the Rules and Regulations of Creighton University, including the Parking & Transportation Regulations.
- b. Utility vehicles must be operated with the utmost courtesy, care, and consideration for the safety of pedestrians. Pedestrians must be given the right-of-way at all times.
- c. Utility vehicles may be operated only within the confines of University property.
- d. No one under the age of 18 may operate a utility vehicle.
- e. Utility vehicles are not to be operated on any public streets except in order to cross said roadways, and only at marked cross walks following all traffic rules. Operators should make every effort possible to avoid operating utility vehicles on any street.
- f. Utility vehicles may not be driven on any lawn or landscaped area unless it is the only available way to gain access to the specific area where work is being performed. If the utility vehicle must be on a lawn or landscaped area in order to allow a pedestrian(s) the proper right-of-way, it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear.
- g. Utility vehicles must be operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways.
- h. Parking is allowed only on hard, covered surfaces (e.g. asphalt, concrete, and brick). Utility vehicles may also be parked in designated University parking spaces. The following are prohibited:
 - i. Parking on soft surfaces such as landscaping or unpaved surfaces
 - ii. Parking in fire lanes
 - iii. Parking in disabled parking spaces
 - iv. Parking in reserved parking
 - v. Parking within 25 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic
- i. Utility vehicles shall not be operated in a manner that may endanger passengers or other individuals, or harm University property.
- j. Utility vehicles shall not exceed the passenger limit and/or load capacity designated by the vehicle's manufacturer and design.
- k. Any time a utility vehicle is unattended, the ignition must be turned off, and the key removed from the ignition and kept in the possession of the authorized operator.

VI. Operator Responsibilities

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- a. Operators must have a valid driver’s license and an up-to-date driver’s authorization on file with Risk Management. Operator must have an acceptable driving record.
- b. Non-licensed utility vehicles are to be operated at speeds no greater than 15 MPH. Licensed utility vehicles are to be operated at no greater than the posted speed limit. Operators should always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the utility vehicle safely. In crowded pedestrian areas, operators must park or proceed at a slow walking pace.
- c. Utility vehicle operators must stop at all “blind intersections” and then proceed with caution.
- d. Operators and passengers of utility vehicles must keep their head, legs and arms within the cab (the only exception is to signal turns or stopping in vehicles not equipped with turn and/or brake signals).
- e. All passengers must be in seats designed for such use and utilize seat belts, if provided, while the vehicle is moving. No passengers are allowed to be transported in the vehicle bed or on the sides of a utility vehicle.
- f. Operators must not use cell phones while operating utility vehicles.
- g. Operators must utilize seat belt during the operation of the utility vehicle, if provided
- h. Operators should avoid wearing headsets or ear buds connected to a music device that would prevent them from hearing traffic warning devices. Operators may use ear plugs for hearing protection.
- i. Operators may not drive a utility vehicle while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.
- j. Operator will ensure that all equipment, materials, supplies and other items to be transported on the utility vehicle are properly and safely secured to prevent shifting, falling, or loss before the cart is allowed to move.
- k. Operators may not operate a utility vehicle that is registered to another school/department/operating unit unless the supervisor of the respective school/department/operating unit to which the utility vehicle is registered has granted prior approval.

VII. School/Department/Operating Unit Administrative Responsibilities

- a. Supervisor Responsibilities
 - i. Supervisors must ensure that each employee or student in their department who operates a utility vehicle is properly advised of this policy.
 - ii. Supervisors should obtain a signed copy of the Cart/Utility Vehicle Safety Policy Acknowledgment Form from each employee in their department who operates a utility vehicle.
 - iii. Departments are required to have all employees attend training prior to an employee driving a utility vehicle.

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iv. Departments should implement procedures for the control of utility vehicles registered to them.

b. Maintenance Responsibility

- i. Each utility vehicle operator is responsible for providing timely notification of safety and maintenance concerns to the supervisor of the department to which the utility vehicle is registered.
- ii. Supervisors are responsible for seeing to the timely repair of such concerns and, if the utility vehicle cannot be operated safely without said repairs taking place, the utility vehicle must be taken out of service until the repairs are completed.

VIII. Accident Reporting Process

All accidents or vehicle damage involving a utility vehicle must be reported immediately to Public Safety dispatcher and the supervisor of the department to which the utility vehicle is registered. If property damage or personal injury occurred Public Safety is required to file a report. Public Safety will then provide Risk Management and the supervisor with a copy of the report. Public Safety will notify the Omaha Police Department if an accident takes place on a public right-of-way.

IX. Enforcement

Operators of utility vehicles are subject to enforcement actions by Public Safety. The safe operation of utility vehicles is paramount. Failure to follow this policy, render common practices or courtesies, or follow rules of the road for the State of Nebraska, could result in citation, appropriate disciplinary action, and/or suspension of operator's utility vehicle driving privileges.

SCOPE

The information and instructions included in this policy applies to all faculty, staff, students, volunteers or contractors/vendors who operate utility vehicles on the campus.

ADMINISTRATION AND INTERPRETATIONS

Questions concerning this policy can be directed to Environmental Health (402) 546-6269 or Risk Management at (402) 280-5833.

AMENDMENTS OR TERMINATION OF POLICY

The University reserves the right to modify, amend or terminate this policy at any time.