

POLICY TITLE: ATV/UTV/Golf Cart Operations  
POLICY NUMBER  
TYPE OF POLICY: ADMINISTRATIVE  
LAST REVIEWED DATE:  
NEXT REVIEW DATE:  
RESPONSIBLE ADMINISTRATOR:  
POLICY OWNER: Business and Operations  
POLICY CONTACT: NAME: Nick Henry  
TITLE: Vice President of Business and Operations  
EMAIL: nickhenry@clayton.edu

I. POLICY STATEMENT:

University golf cart use should be restricted to meaningful purposes and therefore kept to a minimum. Operation of Clayton State University golf carts will be restricted to authorized university personnel, including student assistants. It shall be the responsibility of each Department/Division head to ensure that all cart operators are provided instruction in the safe operation and maintenance of the cart prior to operation. All cart operators must have a valid driver's license. Prior to operating a golf cart, operators must clear a driving records check through the Department of Public Safety.

Department/Division heads must ensure that operators can demonstrate the safe and proper operation of the golf cart prior to carrying passengers or others items for delivery, emphasizing that pedestrians always have the right of way.

II. REASON FOR POLICY:

The purpose of this policy is to establish guidelines and responsibilities for the operation of university gasoline and battery powered golf carts on the campus of Clayton State University (CSU).

III. POLICY SCOPE:

All members of the university community.

IV. POLICY

## Operation

Department/Division heads shall review this policy on cart operations with each designated driver on an annual basis and have a signed copy of this policy entered into each operator's personnel file. All new hires will be required to read this policy before they will be allowed to operate a golf cart. Department/Division heads will be responsible for ensuring the signed copies of the policy are entered into the operator's personnel file.

University carts will not to be used for hauling bulky or heavy items that will not completely fit inside of the cart. Large items such as desks, bookcases, and other large items should be moved using university trucks, vans or other heavy equipment vehicles. Items being hauled in university carts must be tied down and/or secured in a manner to avoid accidental release from the cart during a routine/emergency stop or turns.

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Golf carts are at great risk in the event of a collision with another vehicle, therefore, operation of carts in parking lots should be minimized. To reduce potential safety hazards involving pedestrian traffic, operators will reduce their speed in the presence of pedestrians. When operating on campus sidewalks, routes that have minimum pedestrian traffic should be selected.

University carts are prohibited from parking on the University Plaza adjacent to the University Center, with the exception of those assigned to the Department of Public Safety. Because of bulk and size of certain items, delivery carts may be required at times to use walkways on the interior portion of the campus. This occurrence should be rare.

To further reduce potential safety hazards involving pedestrian traffic, cart operators will limit any travel on campus sidewalks and grassy areas, opting to use campus roadways when possible. Due to limited sight visibility and pedestrian traffic exiting buildings, the sidewalks surrounding the Lecture Hall and Faculty Hall will not be traversed by carts, except for emergency maintenance and grounds crew functions being performed in the immediate area.

It is recommended that all newly acquired golf cars be equipped with either yellow flashing lights or regular headlights and rear lights. Golf carts operated on university roadways and streets will be required to turn on all lights and obey all traffic control devices, e.g. stop signs, traffic lights, and regular rules of the road. University golf carts without front and rear lights, may not be operated during dim-light or evening hours. Horns or other alert devices on university golf carts should not be used while carts are being operated on the interior portion of the campus except in emergency situations. Keys shall not be left in unattended carts.

## **Passengers**

Operators may not carry passengers in university carts unless they are specifically authorized to do so by Department/Division heads. Operators must ensure that all passengers remain seated and refrain from shifting around while the cart is in motion. Passengers shall only ride in seats designated by the manufacturer for passenger use. Passengers shall not ride on the fenders, bumpers or outside portions of the cart at any time.

## **Parking**

University carts will not be parked for extended periods in faculty and staff or student parking lots. Carts will be parked (except during active loading/unloading) so that they do not obstruct building exits or impede pedestrian travel on campus. Carts will not be parked in any manner that may obstruct Americans with Disabilities parking spaces, or restrict disability access to and from buildings, walkways, or ramps.

## **Maintenance**

Department/Division heads are responsible for the proper maintenance of their assigned carts. Operators are responsible for immediately reporting any unusual noise, mechanical problem, or other potential maintenance problem and abruptly cease operation of any cart that is unsafe. It is strongly recommended that Department/Division heads ensure ongoing preventive maintenance of their cart(s).

## **Reporting**

Any accident/incident involving a university cart will be reported immediately to the university Department of Public Safety. As soon as practicable, operators involved in any accident/incident will immediately report the accident/incident to their immediate supervisor.

## **Violations**

Violations of this policy may result in university disciplinary action or state traffic violations, where applicable.

Direct questions regarding Policy Clarification and Interpretation to: John Keener (678) 466-4050

V. PROCEDURES:

UTV/Golf Cart training shall be presented during new hire orientation to each new hire and to all employees, including student workers, on an annual basis. This training shall include a review of this policy and safe and proper operation of UTV/Golf Carts.

Upon receiving the authorization to drive an UTV/Golf Cart from their supervisor, the employee shall complete the UTV/Golf Cart acknowledgement form and submit it through the chain of command to the department head. The department head shall ensure a completed and signed UTV/Golf Cart acknowledgement form is entered into the employee’s personnel file prior to the employee driving any university UTV/Golf Carts.

The specific procedure titles should be listed here.

When possible, procedures should be step-by-step instructions to implement the policy—not additional policy criteria, policy addendums, appendices, or supplemental information to the policy statement.

VI. DEFINITIONS:

**All-Terrain Vehicle (ATV):** Any motorized vehicle designed for off-road use which is equipped with four low-pressure tires, a seat designed to be straddled by the operator, and handlebars for steering.

**Golf Cart:** Any motorized vehicle designed for the purpose and exclusive use of conveying one or more persons and equipment to play golf on a designated golf course. These vehicles must have an average speed of less than 15 mph on a level road. Additionally, motorized carts can also include vehicles with a minimum of three wheels, an unladen weight of 1,300 pounds or less, and a maximum speed of 20 mph.

**Utility Terrain Vehicle (UTV):** A side-by-side vehicle, is a motorized vehicle designed primarily for off-road use, specifically for tasks like hauling equipment, carrying passengers, or navigating challenging terrain. UTVs are distinct from all-terrain vehicles (ATVs), which are generally single-seater and more focused on recreational riding.

VII. References/Sources:

UTV/ATV/Golf Cart Acknowledgement Form

**Policy History:**

Revision Date	Author	Description
[date revised]	[who changed]	[what changed-i.e., reviewed no changes]