

Palm Beach State College
Florida's First Public Community College



UTILITY/GOLF CART SAFETY PROGRAM

Palm Beach State College Utility/Golf Cart Safety Program

1. Introduction

The effective date of this program is February 4, 2011.

This program provides guidelines for the operation of electric or gasoline-powered carts, golf carts and similar type utility vehicles (hereafter “carts”) on Palm Beach State College campus properties, including traveling to and from campus locations that are separated by property owned by others and travel on public roadways. This program establishes safety procedures and practices to promote safe operations and provide for the safety of our students, faculty, staff, and visitors.

2. Purpose & Scope

The purpose of this program is to define who may operate a cart, the required training for cart drivers and when carts may be used, which includes, but may not be limited to the following situations:

- Courtesy transportation for students, faculty, staff, visitors and persons with physical disabilities
- General transportation on campus
- Central Receiving deliveries and transporting items long distances that are too large/bulky to be carried by hand
- Providing access to areas where a road-licensed/use vehicle may have difficulty navigating
- Avoiding the damage to landscaping or other property that may occur with road-licensed/use vehicles.

3. General Procedures

All members of the Palm Beach State College community, including faculty, students, staff and all carts used on campus, are governed by this program. All cart drivers must meet the following criteria before operating a cart on College property:

- Possess a valid State of Florida driver’s license and be at least 18 years of age.
- Successfully complete Utility/Golf Cart Safety Training.

Supervisors of new employees who are expected to operate a cart as part of their duties must contact the Safety & Risk Management Department to schedule a Utility/Golf Cart Safety Training session before the employee can be allowed to drive. Upon completion of training, the driver will be expected to complete a class attendance acknowledgement (Attachment A).

Approved drivers shall immediately notify their supervisors if and when their driver’s license is suspended or revoked. Driving privileges for all College vehicles, including carts, will be suspended until proof of reinstatement is provided to the Safety & Risk Management Department.

All Palm Beach State College employees are subject to Board Policy #6Hx-18-5.84, amended 5/12/09, “Drug and Alcohol Free Workplace.” All employees are expected to observe the Driver Rules of Safety outlined in section 5 below.

Carts are not allowed in the interior of the campus or on sidewalks except in extraordinary circumstances, such as groundskeeping, maintenance activities or other operations involving the transport of heavy or bulky loads (e.g., packages, trees and plant materials, equipment, etc.), with the knowledge and approval of appropriate supervision. Deliveries/maintenance will be performed utilizing the exterior access roads and parking lots, and from there utilize hand-carrying, roll carts, dollies, etc. In those instances, noted previously, where carts must be used in the campus interior, sidewalk utilization will be minimized and grassed areas shall be used as much as possible. The driver may leave the roadway, cross the sidewalk the most direct way, go on the grass directly to the building or work area and park as close to the building entrance or work area as the grass will allow. **At no time will pedestrian traffic be interrupted or blocked by a cart.**

Carts will undergo a semi-annual preventive maintenance check, including safety equipment, to be conducted by the Facilities Department.

4. Applicable State Laws and Ordinances and Equipment Requirements

State law or local ordinances apply to the use of golf carts and other motorized vehicles, and it is the responsibility of the driver to know, understand and adhere to all such rules. State law prohibits operation of golf carts on public roads or streets unless that use is allowed and the roadway has been so designated by the appropriate local authority (county or municipality). State law also requires golf carts to be equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror and red reflectorized warning devices in both the front and rear. If operated during the hours of darkness between sunset and sunrise, the cart must be equipped with headlights, brake lights, turn signals and a windshield.

In addition to the equipment specified by Florida Statute, all golf and utility carts used at Palm Beach State College are subject to the following safety equipment/design requirements:

- Have an ignition/on-off key to prevent unauthorized use.
- Have a parking brake with adequate strength to hold the cart at least a 15-degree angle.
- Have an audible (at least 80 decibels at 10 feet) back-up alarm when placed in reverse.
- All equipment must be in good working order.

5. Driver Rules of Safety

Never operate the cart under the influence of drugs or alcohol that may impair your driving ability. If you are taking prescribed pain medication that makes you drowsy or if you are impaired in any way, tell your supervisor or student advisor and do not drive the cart.

Carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of other vehicles and pedestrians. In congested pedestrian areas, operators must either park or reduce speed and proceed at a pace consistent with that of pedestrians. **Pedestrians shall be afforded the right-of-way at all times.** This includes persons walking, jogging and bicycling or those in wheelchairs or mobility assistance devices.

Carts shall be operated in accordance with the following specific rules:

- Perform a complete pre-trip inspection of lighting, brakes, steering, horn, back-up alarm and tire inflation. If any piece of safety equipment is not operating properly, **do not operate the cart.** Report the problem to the supervisor of the department to which the cart is registered.
- **Carts shall not be driven on sidewalks or inside/through the confines of Palm Beach State College buildings, including covered walkways (breezeways).**

- All occupants in the vehicle shall keep hands, arms, legs and feet within the confines of the cart while it is in motion.
- Maximum speed on campus roads is 20 mph.
- Special care shall be taken while driving carts through parking lots to observe traffic and vehicles pulling in/out of parking spaces.
- Carts should operate and park only on hard surfaces unless the cart is specifically designed and used for grounds maintenance, bulk transport or personal assistance.
- Except for use of two-way radios by Facilities and Security personnel, drivers may not wear headphones, use cell phones or use/operate any other device that may cause a distraction, including text messaging and use of PDA's.
- Items being transported in utility carts will be placed in the rear box and properly secured. Hand carts will not occupy seating areas.
- Remove the ignition key when leaving the cart.
- Carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
- Never exceed the maximum load capacity recommended by the manufacturer, either by number of occupants or weight of the passengers and load.
- Drivers of carts that are not equipped with turn indicators shall use appropriate hand signals.
- All accidents involving carts shall be reported immediately to Palm Beach State College Security and the supervisor of the department to which the cart is registered. An Accident/Incident Report must be completed by College Security, regardless of whether property or personal injury occurred.
- In accordance with Palm Beach State College Board Policy #6Hx-18-5.84, amended 5/12/09, "Drug and Alcohol Free Workplace", employees will be drug tested following an accident or injury and must contact Human Resources for instructions as soon as possible after the incident. In the event that the incident occurs after hours or on weekends, the driver shall contact Human Resources on the next business day first thing in the morning.
- Each driver shall be responsible to provide timely notification of safety and maintenance concerns to the supervisor of the department to which the cart is registered. The supervisor will contact Facilities for repairs.

Carts shall be parked and/or operated in such manner that they do not block or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks. Carts will not be parked:

- In fire lanes
- In handicap parking spaces (unless proper permit is acquired)
- In any manner that would block the normal flow of pedestrian traffic
- On sidewalks or ramps that would impede pedestrian or handicap accessibility.

Carts shall only be operated within the confines of campus or to reach a college facility that may be separated by public roads or property owned by others.

6. Disciplinary Actions

Any failure to adhere to this program, including failing to follow all motor vehicle laws and safe driving practices, may result in appropriate disciplinary action and suspension/revocation of the cart driver's privileges, as follows:

- First Offense: Driver privileges suspended for one week. Driver must attend Utility/Golf Cart Safety Training within 30 days.

- Second Offense: Driver privileges suspended for two weeks. Driver must attend Utility/Golf Cart Safety Training within 30 days.
- Third Offense: Driving privileges will be suspended indefinitely. Reinstatement and reapplication for privileges will be determined through an appeals process, with approval being made by the Safety & Risk Management Department and the employee's supervisor.
- Suspension of driving privileges does not relieve the offender of normal work responsibilities.

ATTACHMENT A



Utility/Golf Cart Safety Program

CLASS ATTENDANCE ACKNOWLEDGMENT

By signing this document, I acknowledge that I have received utility/golf cart safety training and have received, understand and will abide by the Utility/Golf Cart Safety Program procedures. I also understand that, as an employee of Palm Beach State College, I am subject to Board Policy #6Hx-18-5.84 "Drug and Alcohol Free Workplace," amended 5/12/09.

Please insert your Florida driver's license number: _____

This information will be kept confidential and will become a part of your personnel file maintained in the Human Resources Department.

Attendee Name (Print)

Attendee Signature

Date