

**PRAIRIE VIEW A&M UNIVERSITY
ADMINISTRATIVE PROCEDURES**

24.01.01.P0.01 University Golf Cart and Utility Vehicle Safety Procedures

Approved (November 3, 2009)

Next Scheduled Review (November-2010)

1. PURPOSE

- 1.1 To establish practices for the safe use and operation of golf carts and service vehicles on the University campus.

2. DEFINITION

- 2.1 Golf cart/Utility vehicle: Any low speed vehicle which is owned, leased, or operated on university premises by University employees, volunteers, contractors, vendors, or agents, and student workers, regardless of size or energy source.

3. RESPONSIBILITIES

- 3.1 The Environmental Health and Safety Office shall administer the golf cart/utility safety program and arrange or provide any necessary training.
- 3.2 University Police/Traffic and Parking shall police the operation and parking of low speed vehicles, and shall impound, if necessary, vehicles violating the University Golf Cart/Utility Vehicles Safety Guidelines ([Attachment A](#)). The vehicle will remain impounded until such time as the owner complies with all applicable requirements.
- 3.3 Deans, Directors, Department Heads, and Supervisors shall:
- Register the cart with the Transportation Center and affix registration decal.
 - Assure that all golf carts/service vehicle operators within their departments comply with the University Golf Cart/Utility Vehicle Safety Guidelines.
 - Assure that each golf cart/utility vehicle owned, leased, or operated by their department which is used on University premises is scheduled for and receives an annual preventative maintenance service at the Campus Transportation Center. Preventive Maintenance service shall include verification of the presence and proper operation of various safety features and adjustment of the setting for "speed governors" as appropriate.
 - Assure that the completed Guidelines Acknowledgement Form ([Attachment B](#)) is on record within their department for a minimum of three calendar years.
 - Assure that each individual who has been assigned to operate golf carts/utility vehicles or who would reasonably be expected to operate

said vehicles within the course and scope of their employment or service to the University complies with the following:

- a) Receives training from EHS before operating the vehicle,
- b) Receives periodic evaluation, counseling and training as appropriate to correct non-compliance.
- c) Completes and signs the "Vehicle Information Form". ([Attachment C](#)) when purchasing a golf cart/utility vehicle.

3.4 Transportation Department shall:

- Assist in the maintenance of all University owned golf cart/utility vehicles, schedule and notify owners of required maintenance.
- Perform at least annual maintenance of all golf cart/utility vehicles at the owner's expense.
- Remove from service any vehicle deemed unsafe until user/owner arranges for repairs.
- Must approve all new golf cart purchases and manage inventory caps.

3.5 Operators shall:

- Be knowledgeable regarding the requirements of the University Golf Cart/Utility Vehicle Guidelines ([Attachment A](#))
- Acknowledge responsibility for compliance with the Guidelines by completing the Guidelines Acknowledgement Form ([Attachment B](#))
- Attend a golf cart safety briefing from EHS before operating the carts.

4. PROCEDURES

4.1 See University Golf Cart Utility Vehicle Guidelines at ([Attachment A](#))

Contact Offices: Office of Environmental Health and Safety
(936) 261-1745

Transportation Department
(936) 261-9711