UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish practices for the safe use and operation of golf carts and service vehicles on the Prairie View A&M University (PVAMU) campus.

Definitions

Golf Cart/Service Vehicle - any low speed vehicle which is owned, leased, or operated on PVAMU premises by university employees, volunteers, contractors, vendors or agents, and student workers regardless of size or energy source.

Official Procedures and Responsibilities

1. RESPONSIBILITIES

1.1 The Office of Risk Management and Safety (RMS) shall administer the Golf Cart/Service Vehicle Safety Program and provide any necessary training in an effort to ensure all managers/supervisors or their designee complies with the guidelines.

1.2 The University Police Department and Office of Parking Management shall police the operation and parking of low speed vehicles, and shall impound, if necessary, vehicles violating the University Golf Cart/Service Vehicle Safety Guidelines. The vehicle will remain impounded until such time as the owner complies with all applicable requirements.

1.3 All managers/supervisors or their designees shall:

1.3.1 Register the cart with Transportation Services;

1.3.2 Ensure that all golf carts/service vehicle operators within their departments comply with the University Golf Cart/Service Vehicle Safety Guidelines;

1.3.3 Ensure that each golf cart/service vehicle owned, leased, or operated by their department which is used on PVAMU premises is scheduled for and receives an annual preventative maintenance service at the
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; and,

1.3.4 Ensure that each individual who has been assigned to operate golf carts/service 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:

1.3.4.1 Receives training from the Office of RMS before operating the vehicle;

1.3.4.2 Receives periodic evaluation, counseling and training as appropriate to correct non-compliance; and,

1.3.4.3 Completes and signs the Vehicle Information Form when purchasing a golf cart/service vehicle.

1.4 The Transportation Center shall:

1.4.1 Assist in the maintenance of all PVAMU owned golf carts/service vehicles, schedule and notify owners of required maintenance;

1.4.2 Perform at owner’s expense or verify annual maintenance of all golf carts/service vehicles;

1.4.3 Remove from service any vehicle deemed unsafe until documentation is provided showing repairs;

1.4.4 Approve all new golf cart purchases and manage inventory caps; and,

1.4.5 Affix appropriate registration decal to all registered golf carts and service vehicles.

1.5 Golf cart/service vehicle operators shall:

1.5.1 Be knowledgeable regarding the requirements of the University Golf Cart/Service Vehicle Safety Guidelines; and,

1.5.2 Attend a Golf Cart/Service Vehicle Safety Training Course conducted by the Office of RMS before operating the carts.

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**Related Statutes, Policies, Regulations and Rules**

- System Policy 24.01 Risk Management
- System Regulation 24.01.01 Supplemental Risk Management Standards
Contact Office

Office of Risk Management and Safety  936-261-1746