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 Environmental Health and Safety (EHS) 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 University Police and Parking 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 the Transportation Department;

1.3.2 Ensure that all golf cart/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;

1.3.4 Ensure that the completed UAP Acknowledgement Form is on record within their department for a minimum of three calendar years and provide a copy of said form to the Office of EHS for filing; and,

1.3.5 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:

1.3.5.1 Receives training from the Office of EHS before operating the vehicle;

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

1.3.5.3 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;

1.5.2 Acknowledge responsibility for compliance with the Guidelines by completing the UAP Acknowledgement Form; and,

1.5.3 Attend a Golf Cart/Service Vehicle Safety Training Course conducted by the Office of EHS 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 Environmental Health and Safety  936-261-1746