Prairie View A&M University
Golf Cart/Service Vehicle Safety

Safety Guidelines

1. Safety Procedures

1.1 Golf carts/service vehicles shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times. Pedestrians as defined in this document refer to: persons walking, jogging, inline skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.

1.2 Golf carts/service vehicles shall be operated in accordance with the following specific rules:

   1.2.1 Golf carts/service vehicles shall not be parked within fifty (50) feet of the entrance or exit of any building, except at loading docks;

   1.2.2 Golf carts should be parked in designated golf cart parking areas;

   1.2.3 All occupants in the vehicle shall keep hands, arms, legs and feet within the confines of the vehicle while it is in motion;

   1.2.4 Operators shall stop golf carts/service vehicles at all blind intersections and sound their horns before proceeding;

   1.2.5 Operators should avoid all walkways less than ten (10) feet wide. The recommended speed on walkways is 5 mph; and in a congested area, the speed should be no faster than the pedestrians walking in the same area;

   1.2.6 Special care shall be taken while driving golf carts/service vehicles through parking lots and on walkways. Golf carts shall not be operated at speeds in excess of 10 mph in these areas;

   1.2.7 Golf carts/service vehicles should operate or park only on hard surfaces unless the vehicle is specifically designed for and used for grounds maintenance; and,

   1.2.8 Golf carts shall not be driven through covered walkways (breezeway) except under the following circumstances:

       1.2.8.1 Emergencies, medical, police or safety; and,

       1.2.8.2 In order to provide maintenance service at a location in a specific building to which equipment and supplies, but not people, are being transported to the work site.

1.3 Golf carts shall be parked and/or operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.

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1.4 Owners shall assure that each employee within their department, who is authorized to operate golf carts/service vehicles, is appropriately advised of all the requirements of the University Administrative Procedures and these Guidelines.

1.5 Owners shall obtain, and maintain on file, a statement signed by each employee who has been authorized to operate golf carts/service vehicles, attesting to their knowledge and understanding of the University Golf Cart/Service Vehicle Safety Procedures. Please see the University Administrative Procedure Acknowledgement Form.

1.6 Owners shall assure that employees review the University Administrative Procedure at least annually and shall consider comments and concerns, observed or reported, regarding each operator's compliance with the procedure at the time of the employee’s performance evaluations.

1.7 Golf carts/service vehicles shall be operated within the confines of PVAMU premises only.

1.8 Any individual or entity who is not an employee, agent or volunteer of the University, who wishes to use PVAMU golf carts/service vehicles, or other such vehicle not owned by PVAMU, shall seek written permission from the department head and approval from the Office of Environmental Health & Safety.

1.9 Authorization to operate a golf cart/service vehicle on roadways of PVAMU is contingent on the possession of a valid driver’s license. Employees shall immediately notify their supervisor if and when their driver’s license is suspended or revoked.

1.10 Passengers seeking assistance are permitted on golf carts/service vehicles if the operator has fulfilled the requirements of the procedures and the vehicle is operated on PVAMU grounds for PVAMU purposes.

1.11 Owners shall assure that golf carts/service vehicles are operated in accordance with the manufacturer's recommendations. Golf carts/service vehicles shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.

1.12 Any golf cart/service vehicle, intended to be operated in excess of 15 mph, shall be equipped with specific safety features that include, but are not limited to seat belts, windshields, headlights, brake lights and rear-view mirrors. All speed limits shall be observed.

1.13 Golf carts/service vehicles intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights.

1.14 Owners shall assure that each golf cart/service vehicle is tagged with the maximum load capacity recommended by the manufacturer. Golf carts/service vehicles equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
1.15 Employees shall not operate golf carts/service vehicles owned by other departments unless approval has been granted by the supervisor of the department/unit to which the vehicle is owned.

1.16 Golf carts/service vehicles shall be operated in compliance with the common "rules of the road" regardless of whether they are being operated on sidewalks or roadways.

1.17 Golf carts/service vehicles shall be equipped with a functional horn, unless the option was not available at the time of the vehicle purchase.

1.18 Operators of golf carts/service vehicles which are not equipped with turn indicators shall use appropriate hand signals.

1.19 Golf carts/service vehicles intended for operation in parking areas shall be equipped with strobes and backup alarms. Installation of backup alarms on all golf carts/service vehicles is required.

1.20 Each golf cart/service vehicle shall be operated in accordance with the manufacturer's "Safety and Operation Instructions" affixed to the vehicle.

1.21 All accidents involving golf carts/service vehicles shall be reported immediately to the supervisor of the department to which the vehicle is registered, and to the Office of Environmental Health & Safety, regardless of whether property or personal injury occurred. Police reports shall be filed as appropriate.

1.22 Each operator shall be responsible to provide timely notification of safety and maintenance concerns regarding golf carts/service vehicles to the supervisor of the department to which the vehicle is registered, who will contact Grounds and Transportation or other approved service facility for repair.

1.23 Chargers for low speed electric vehicles must be plugged directly into a ground fault interrupter receptacle. The use of extension cords is illegal, as per the State Fire Marshal regulations.

1.24 Permissible walkways for golf carts are indicated on the traffic control map. (Operators shall not drive on grass including sidewalk intersections.)