

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



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

Approved November 3, 2009

Revised March 5, 2014

Revised August 08, 2019

Next Scheduled Review: August 2024

UAP Purpose

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

Definitions

Golf Cart/Utility Vehicle - any low speed vehicle that 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/Utility Vehicle Safety Program and provide any necessary training in an effort to ensure all managers/supervisors or their designee complies with this UAP and the [University Golf Cart/Utility Vehicle Safety 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/Utility Vehicle Safety Guidelines](#). The vehicle will remain impounded until such time as the operator complies with all applicable requirements.
 - 1.2.1 Cell phone usage while driving is prohibited.
 - 1.2.2 Operators are not permitted to drive while wearing devices that impede hearing out of both ears, e.g. stereo headsets, earplugs, etc.
 - 1.2.2.1 Hearing protection, if required by manufacturer, is exempt.
- 1.3 All managers/supervisors or their designees shall:

- 1.3.1 Register the cart/vehicle with Transportation Services.
- 1.3.2 Complete and sign the [Vehicle/Golf Cart Request Form](#) when purchasing a golf cart/ utility vehicle.
- 1.3.3 Ensure that all golf cart/utility vehicle operators within their departments comply with the [University Golf Cart/Utility Vehicle Safety Guidelines](#).
- 1.3.4 Ensure that each golf cart/utility vehicle operated by their department and used on PVAMU premises, is scheduled for and receives an annual preventative maintenance service at Transportation Services. Preventive maintenance service shall include verification of the presence and proper operation of various safety features; and,
- 1.3.5 Ensure that each individual who has been assigned or authorized to operate golf carts/utility 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 RMS before operating the vehicle; and,
 - 1.3.5.2 Receives periodic evaluation, counseling and training as appropriate to correct non-compliance.
- 1.4 Transportation Services shall:
 - 1.4.1 Assist in the maintenance of all PVAMU owned golf carts/utility vehicles including scheduling, and notifying managers/supervisors or their designee of required maintenance;
 - 1.4.2 Perform at department's expense annual maintenance of golf carts/ utility vehicles;
 - 1.4.3 Remove from service any vehicle deemed unsafe until repaired;
 - 1.4.4 Approve new golf cart/utility vehicle purchases and manage inventory caps;
 - 1.4.5 Affix appropriate registration decal to registered golf carts and utility vehicles; and,
 - 1.4.6 Ensure new golf cart/ utility vehicle purchases have the following safety items:
 - 1.4.6.1 Rear view mirrors, horn, turn signals, brake lights, headlights, and windshield as the minimum safety items.
- 1.5 Golf cart/ utility vehicle operators shall:

- 1.5.1 Attend the Golf Cart, Utility Vehicle and Similar Vehicle Safety Training Course #2111480 conducted by the Office of RMS before operating the carts.
- 1.5.2 Be knowledgeable regarding the requirements of the [University Golf Cart/Utility Vehicle Safety Guidelines](#).

Related Statutes, Policies, Regulations and Rules

[System Policy 24.01 Risk Management](#)

[System Regulation 24.01.01 Risk Management Programs](#)

Contact Office

Office of Risk Management and Safety 936-261-1747
