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Originating Office: Facilities Management  
Responsible Executive: Vice President for Administration and Technology  
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Golf Cart Utility Vehicle/Segway

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I. REASON FOR THIS POLICY

To establish standards for the safe use and operations of a Golf Carts, Utility Vehicles, and Segways on the University of South Dakota Campus.

II. STATEMENT OF POLICY

Golf Carts/Utility Vehicles/Segways owned by University of South may only be used for official department/university business by university employees, student employees, and university approved volunteers associated with a university department.

This policy establishes consistent standards regarding: Vehicle Operating Standards, Department & Driver Responsibilities, Operator Requirements & Standards, Vehicle Condition and Standard Safety Features, and Accident Reporting Procedures.

Compliance with these standards will ensure the safe operation of these vehicles for the campus community; including but not limited to Golf Cart/Utility Vehicle/Segway drivers, vehicle operators, cyclists and pedestrians.
III. DEFINITIONS

**CERTIFIED DRIVER:** A person who has completed golf cart driver’s education.

**CHARLIE GOLF CART:** A fleet of three electric golf carts. Passenger size limits include 13, 7, and 5

**DAMAGE:** Is defined as any incidents that result in tears, dents, or other obvious destruction of the golf cart.

IV. PROCEDURES

The University of South Dakota provides Golf Cart/Utility Vehicles/Segways to employees so job related duties can be fulfilled. Golf Cart/Utility Vehicles are used to transport equipment and people, patrol the campus grounds, make deliveries, and provide campus maintenance activities.

Only Golf Cart/Utility Vehicles/Segways owned or leased by the University of South Dakota are permitted on campus.

Vehicle Operating Standards

In order to operate a Golf Cart/Utility Vehicles/Segway you must be trained and certified. The Golf Cart/Utility Vehicles/Segway training program is provided by the University Safety Officer. Vehicle operation is governed under South Dakota Codified Law and operators are subject to the rules of the road, including stopping, turning and safe operation. Drivers must have a valid Drivers’ license and comply with the University Driver’s Policy. Operators should always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the Golf Cart/Utility Vehicles/Segway Safely.

Golf Cart/Utility Vehicles/Segway operators will stop at all “blind intersections” and then proceed with caution.

Golf Cart/Utility Vehicles/Segway are to be driven on improved surface unless it is the only available way to gain access to the specific area where work is being performed. If the Golf Cart/Utility Vehicles/Segway must be on a landscaped area in order to allow a pedestrian(s) the designated driving surface as soon as the area is clear.

Golf Cart/Utility Vehicles/Segway will be operated in such a manner that does not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways. In that respect, Golf Cart/Utility Vehicles/Segway will be operated on service drives and roadways whenever possible rather than on sidewalks designed primarily for pedestrian use. Golf Cart/Utility Vehicles/Segway will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians:

- Never back up without looking to see what is behind the cart.
- Never leave the keys in the golf cart when unattended.
- When the golf cart is not in use, place the golf cart control lever in the “Neutral”, set the parking brake and remove the key.
• When the Golf Cart/Utility Vehicles/Segway is not in use, make sure to engage the parking brake
• All passengers should keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
• Observe all vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
• A golf cart should be operated at a speed equivalent to:
  o Sidewalk- speed of a walk
  o Parking lots – 10mph
  o Street – rules of the street
• Reduce speed when approaching pedestrians, who always have the right of way.
• Carts have to have parking brake to hold cart at 15% level
• Only allow towing by those golf carts originally designed for towing.
• Never exceed the number of available seats for the number of passengers.
• Drivers and passengers must remain seated when the vehicle is in motion.

Pedestrians will be given the right of way at all times. Golf Cart/Utility Vehicles/Segway will not be parked:

• In Fire Lanes
• In metered parking spaces
• In Handicap parking
• In Reserved parking
• Within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic.
• On sidewalk or ramps that would impede handicap accessibility

Charlie Cart Approval Process:

1. Approval of use must be given a minimum of 2 business days prior to expected start time.
2. Anyone wishing to request use of the Charlie golf carts must complete the Charlie golf cart request form.
3. Submit completed form with appropriate signatures to charlieshuttle@usd.edu. Forms not completed in entirety will be returned. Reservation times are definite and extensions must be approved by the admissions office 2 business days prior to the event.
4. Admissions office will review the request. All reservation requests are subject to cart availability.
5. Requestor will be notified of approval or denial of request via e-mail or written notice.

6. For approved requests the driver will be available at time and locations specified on the reservation form.

7. Fees will be billed through the Banner System for University and student organizations. Payments will be deposited after the completion of the reservation. Remit payment to USD address on the billing statement. Drivers will not handle payments or have access to cash.

8. The department or entity listed on the reservation form is responsible for any damage by passengers to the Charlie golf cart.

9. Passengers must comply with all University Policies. No smoking or alcoholic beverages on any of the Charlie golf carts. Failure to comply will result in the immediate termination of use of the vehicle.

10. The office of Admissions reserves the right to suspend Charlie cart use privileges in the event of equipment misuse or failure to follow policy.

**Supervisor Responsibilities**

Supervisors will assure that each employee in their department, who operates a Golf Cart/Utility Vehicles/Segway, is properly advised of this policy. Supervisors are responsible for obtaining a signed copy of the Golf Cart/Utility Vehicles/Segway Safety Guidelines Acknowledgement Form from each employee in their department who operates a Golf Cart/Utility Vehicles/Segway, attesting to the employee’s knowledge and understanding of, and agreement to abide by, the Golf Cart/Utility Vehicles/Segway policy. This signed acknowledgement must be completed and placed in the employees personnel file prior to the employee driving a Golf Cart/Utility Vehicles/Segway.

Supervisors should make sure that all employees have completed the Golf Cart/Utility Vehicles/Segway training prior to the usage of the vehicle.

Departments will implement procedures for the control of Golf Cart/Utility Vehicles/Segway. Procedures will include the use of a “signout log” for keys to the golf cart or utility vehicle.

**Employee/Operator Requirements & Standards**

No one under the age of eighteen (18) will operate a Golf Cart/Utility Vehicles/Segway owned or leased by the University of South Dakota.

Golf Cart/Utility Vehicles/Segway operators are responsible for the security of ignition keys during the time a Golf Cart/Utility Vehicles/Segway is assigned to them. Any time a Golf Cart/Utility Vehicles/Segway is unattended, the ignition will be turned off, and the key will be removed from the ignition and kept in the possession of the authorized operator. Golf Cart/Utility Vehicles/Segway operators are not permitted to drive while wearing devices that impede hearing, e.g., stereo headsets, earplugs, etc.

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Golf Cart/Utility Vehicles/Segway will be operated in such a manner that does not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways. In that respect, Golf Cart/Utility Vehicles/Segway will be operated on service drives or roadways whenever possible rather than on sidewalks designed primarily for pedestrian use. Golf Cart/Utility Vehicles/Segway will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians.

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7. Fees will be billed through the Banner System for University and student organizations. Payments will be deposited after the completion of the reservation. Remit payment to USD address on the billing statement. Drivers will not handle payments or have access to cash.
8. The department or entity listed on the reservation form is responsible for any damage by passengers to the Charlie golf cart.
9. Passengers must comply with all University Policies. No smoking or alcoholic beverages on any of the Charlie golf carts. Failure to comply will result in the immediate termination of use of the vehicle.
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All passengers must be in seats designed for such use. No passengers are allowed to be transported in the truck beds or on the sides of the Golf Cart/Utility Vehicles/Segway.

Cell phone usage while driving the Golf Cart/Utility Vehicles/Segway is prohibited.

**Golf Cart/Utility Vehicles/Segway condition and Standard Safety Features**

Golf Cart/Utility Vehicles/Segway owned by Department will be equipped and maintained with working headlights and taillights (two red lights, one each located on the opposite sides at the rear of the Golf Cart/Utility Vehicles/Segway that stay on during night operations). Golf Cart/Utility Vehicles/Segway without headlights and/or taillights are to be used only during day time operations. Electric turn signals are required for night time operation; hand signals suffice for day time operation.

Golf Cart/Utility Vehicles/Segway physical condition should appear to be new condition (no dents, dings, cracked fenders, etc.)

**Golf Cart/Utility Vehicle Maintenance Responsibility**

Each Golf Cart/Utility Vehicles/Segway operator is responsible for providing timely notification of safety and maintenance concerns to the supervisor of the department to which the Golf Cart/Utility Vehicles/Segway is registered. Supervisors will be responsible for seeing to the
timely repair of such concerns and; if the Golf Cart/Utility Vehicles/Segway cannot be operated safely without said repairs taking place, the Golf Cart/Utility Vehicles/Segway will be taken “out of service” until the repairs are completed.

**Accident Reporting Process**

All accidents involving a Golf Cart/Utility Vehicles/Segway will be reported immediately to the supervisor of the department to which the Golf Cart/Utility Vehicles/Segway is registered and to the University Police Department regardless of whether property damage or personal injury occurred. Upon completion of the investigation depending on the severity the driver may lose all privileges to operate Golf Cart/Utility Vehicles/Segway.

### V. RELATED DOCUMENTS, FORMS AND TOOLS

- Safety Guidelines Acknowledgement Form