

USCB – GOLF CART AND UTILITY VEHICLE SAFETY PROGRAM

I. Purpose:

The purpose of this program is to ensure the safe operation of golf carts and utility vehicles on the USC Beaufort campus, to make all operators aware of the hazards that exist and to prevent any damage or injuries that may occur while operating such vehicles.

II. Statement of Policy:

It is the policy of USC Beaufort to provide employees, students and visitors with a safe and healthful environment. This policy and training guide regulating the usage of golf carts and utility vehicles on the USC Beaufort campus has been created with the intent of insuring a safe working and learning environment.

III. Definition:

The words cart and vehicle will be synonymous with each other in this document.

IV. Policies:

- Operators must possess a valid Driver's License
- All operators must attend safety training specific to the vehicle which they are driving and must attend an annual safety class.
- Operators will not exceed 15 MPH in carts.
- Operators shall not use cell phones or other communications devices while driving, except DPS vehicles while responding to an incident.
- Operators shall not operate vehicles outside the grounds of USC Beaufort, except USCB Police
- Do not exceed the maximum safe occupancy of the vehicle.
- Do not exceed the recommended load capacity for the vehicle.
- No modifications shall be done without the approval of the manufacturer.
- No vehicles will be operated between sunset and sunrise without headlights, taillights, and brake lights, except DPS vehicles responding to an emergency.
- Charging of electric carts and fueling of gas powered carts will be done in a well-ventilated area clear of any ignition sources.
- Carts are to be parked away from heavily traveled pedestrian areas. No parking in front of building entrances doorways.
- Pedestrians have the right of way; carts must yield to pedestrians on sidewalks. If approaching pedestrians reduce speed to ensure no accidents.
- Modifying or tampering with a cart's governor is strictly prohibited.
- All private golf carts operated on Campus must have a valid SC golf cart sticker.
- Private golf carts are not allowed to operate on sidewalks, athletic fields, are grass areas and are restricted to paved highways and parking areas.

V. Responsibilities of Operators:

Supervisors and employees operating carts have specific responsibilities for ensuring that these vehicles are operated in a safe manner pursuant to University guidelines and maintained in accordance with the manufacturer's guidelines.

- Departments: University Departments are responsible for:

- All preventative maintenance and repair records for their carts.
- Keeping all original equipment and safety features in good working order and obtaining a SC golf cart permit.

- Employees: Employees are responsible for:

- Inspecting the vehicle before operating and documenting any problems.
- Attending a safety program prior to operating a cart.
- Operating the cart in a safe manner.
- Reporting any accidents to the University Police.

- Supervisors: Supervisors are responsible for:

- Ensuring that drivers are licensed and have attended the approved safety training prior to operating the vehicle.
- Submitting employee driver's licenses to the University Safety Officer.
- Taking timely corrective action for any employee infractions of this policy.
- Ensure their carts are operating properly, and insuring repairs are made immediately if presenting an unsafe condition.
- Procurement of safety devices such as reflective markings and mirrors for these vehicles.

- Safety Director: The University Emergency Manager is responsible for:

- Providing the appropriate training for employees of the University.
- Assisting supervisors with compliance of this policy.

VI. Training:

- Will consist of a power point presentation or safety video concerning the safe usage of golf carts and utility vehicles.
- A hands-on training demonstrating operating and safety features of the vehicle.
- A practical exam by the employee demonstrating the ability to operate the cart