### Environmental Health and Safety

**Golf Cart and Utility Cart Guidelines**

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#### Applicability

These guidelines apply to all Portland State University (PSU) employees, students, volunteers or anyone acting at the direction of and on behalf of PSU while operating golf and utility carts. For the purposes of this document, Taylor-Dunn, C-mag, golf, utility carts, and Gators will be referred to collectively as “carts.” All instructions and guidelines will apply to both, unless specified.

Forklifts, boom lifts, and other powered industrial trucks require separate specific training and instruction and are not covered under these guidelines. Reference the Powered Industrial Truck (PIT) program for vehicle usage.

#### Requirements

All PSU employees driving a utility cart on campus must read and be familiar with this policy, and complete the PSU Driver Safety Training and appropriate Golf Cart Safety Training.

1. Any PSU employee operating a cart must have valid driver's license.
2. Carts are to be operated with the utmost courtesy, care, and consideration for the safety of pedestrians and University property. Pedestrians shall be given the “Right-of-Way” **AT ALL TIMES.**
3. Carts driven on public roadways must adhere to all state and local traffic laws and regulations and shall not impede normal traffic flow.
4. Departments utilizing utility carts, Gators, and other vehicles, when possible, should plan routes in advance to avoid problematic locations with congestion and pinch points on campus.

#### Procedures

1. Equipment:
   a. Carts must be equipped with a rear-view mirror whenever possible based on the design of the vehicle.
   b. Carts must be equipped with an audible warning device (horn, etc.) to signal their presence when behind pedestrians, cyclists, etc.
   c. Carts must not be modified in any manner that affects the recommended mode of operation, speed or safety of the cart.
   d. Working headlights and taillights are required for carts used between dusk and dawn. Lights are recommended at all times to improve visibility.
   e. Vehicles with seatbelts will have belts that are usable and in good repair.
   f. Passengers are prohibited from sitting in truck beds while the vehicle is in motion.
2. Supervisors:
   
a. Prior to operation of a cart, supervisors will ensure that each employee is familiar with its operation and has read and understands this policy.
   b. Supervisors are responsible for carrying out routine inspections of carts to address maintenance and needed repairs in order to decrease work disruption and increase safety in operation of carts.
   c. Supervisors shall be responsible for seeing to the timely completion of needed repairs when they are brought to their attention. If the cart cannot be operated safely until repairs have taken place, the cart shall be taken “out of service” until the repairs have been completed.

3. Drivers:
   
a. No one under the age of eighteen (18) is allowed to operate a cart.
   b. All drivers must have a valid driver’s license to drive a cart on campus.
   c. Carts will be driven in compliance with the common “rules of the road,” adhering to all state and local traffic laws and regulations, regardless of where they are being operated.
   d. Operators will use standard hand signals to signal turns, unless the cart is equipped with electric signals.
   e. All cart occupants are required to use the seatbelts, if present.
   f. All loads must be safely and properly secured. Use the bed of the vehicle or ladder rack as much as possible. If it is necessary to carry items in the cab, they must be on the floorboard and properly secured. If a part of the load protrudes out of the cab, a red flag should be attached to the load extended beyond the cart.
   g. Cart operators are responsible for the security of ignition keys during the time that a cart is assigned to them. Any time a cart is unattended; the ignition shall be turned off, the key removed from the ignition, and in the possession of the authorized operator.
   h. Carts shall be operated at speeds no greater than posted limits, if applicable, and not to exceed 10 mph or less OR the speed of pedestrians (which ever is slower) while operating on campus walkways.
   i. Always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect your ability to operate the cart safely.
   j. All cart occupants must keep arms, hands, legs, and feet inside the cart when it is in operation. The driver will advise riders of elevation changes or hazards such as curbs, speed bumps, and other hazards that have the potential to injure a rider.
   k. Operate carts on service drives and roadways whenever possible (limit speed to 10 mph when off city streets) (Reference “H” above). When operating in a congested or heavily traveled area because an alternate route is not available or advisable, the utmost care must be used with respect to pedestrians, property and landscaping.
   l. Carts must NEVER be parked:
      - In Fire Lanes - Unless the driver accompanies the vehicle during a load or unload process.
      - In DMV Disabled Parking spaces - unless arrangements are made with TAPS
      - In Reserved Parking spaces - unless arrangements are made with TAPS
      - In a manner that impedes entrance/exit to a building, i.e., within approximately 10 feet of entrances/exits
      - In any manner that impedes the normal flow of pedestrian or vehicular traffic
m. Cart operator shall be required to provide timely notification to the supervisor of the department to which the cart is registered, any cart safety and maintenance concerns, including missing, damaged, or required equipment.

4. Accidents:
   
a. Drivers involved in an accident must immediately report the incident to their supervisor, Campus Public Safety Office (CPSO), and Risk Management, regardless of whether property damage or personal injury occurred.
   
b. Accidents involving bodily injury must also be reported to Human Resources.

5. Citations / Other Violations:
   
a. Except in the case of a real or apparent emergency, parking citations will be issued for parking violations in fire lanes, reserved parking or handicapped parking spaces. Citations will be issued to the driver of the vehicle.
   
b. Employees will be notified that they are responsible for paying for, or appealing, a citation, and for immediately notifying their supervisor.
   
c. Other violations of this policy will be reported to Campus Public Safety and/or EHS, who will immediately notify the supervisor of the department responsible for the cart.