

## **Golf Cart/Utility Vehicle Operation Program**

*Originally Endorsed on May 26, 2009 by the University Safety Committee – Brooks Baker, Chair*

### **1.) Introduction – Purpose & Scope**

The effective date of this program is August 1, 2009.

This program provides guidelines for the operation of electric or gas-powered carts, golf carts and similar type utility vehicles (hereafter “carts”) on University of Alabama at Birmingham (hereafter “UAB”) campus properties, including traveling to/from campus locations that may be separated by property owned by others or require travel on public roadways to reach the desired campus location. This program establishes proper safety procedures and practices, which will promote safe operations and provide our students, faculty, staff, and visitors a safe environment.

This program does not apply to automobiles or trucks that are licensed by the State of Alabama for use on public roads. Those vehicles and drivers should comply with the guidelines established in the UAB Vehicle Safety Management Program, the You and UAB Handbook, and other UAB programs and policies. The UAB Vehicle Safety Management Program is available on the Office of Risk Management and Insurance website (<https://riskmgt.hs.uab.edu>). If you are unsure which program applies, contact the Office of Risk Management and Insurance.

The purpose of this program is to define who may operate a cart, the required training for cart drivers, and when carts may be used, which includes, but may not be limited to:

- Transporting persons with physical disabilities
- Transporting items long distances that are too large/bulky to be carried by hand
- Transporting UAB guests
- Responding to emergency situations
- Providing access to areas where a licensed vehicle may have difficulty navigating
- Avoiding damage to sidewalks, landscaping or other property that may occur with traditional licensed road-use vehicles

### **2.) General Guidelines**

All members of the UAB community, including faculty, students, staff, contractors and vendors, and all carts used on campus are governed by this program. This program does not apply to construction contractors using carts within the perimeter of a construction site, but does apply at all other times while traveling on the UAB campus. All cart drivers must meet the following criteria before operating a cart on UAB property:

- Possess a valid U.S. driver’s license and be at least 18 years of age.
- Have knowledge and comply with all State of Alabama motor vehicle laws and all applicable local laws related to the use of carts on public roads and sidewalks.

Additionally, drivers of carts owned, leased, rented or borrowed by UAB are subject to the following requirements:

- The driver must provide authorization for the Office of Risk Management and Insurance to obtain a motor vehicle report (MVR) prior to operating a cart. UAB's insurance company will review the MVR of the individual and accept or reject the driver based on criteria established by the underwriter. Approval to operate a cart is the same as for any licensed vehicle. Approved drivers shall immediately notify their supervisors if and when their driver's license is suspended or revoked.
- Successfully complete a Cart Safety Training Program, which is available on the UAB Occupational Health and Safety website at [www.healthsafe.uab.edu/pages/educationandtraining/driving/carts.html](http://www.healthsafe.uab.edu/pages/educationandtraining/driving/carts.html), and sign an acknowledgement to confirm training participation (see appendix B).
- In addition to these guidelines, University Hospital Guest Services Department shuttle drivers must comply with the Hospital Guest Services Internal Shuttle Policy and Procedure Standard, available at: [https://scr.hs.uab.edu/pdfs/HOSP/HOSP\\_grouped/guestsvs/g1r.pdf](https://scr.hs.uab.edu/pdfs/HOSP/HOSP_grouped/guestsvs/g1r.pdf)

Any failure to adhere to this program, including failing to follow all motor vehicle laws and safe driving practices, may result in appropriate disciplinary action or suspension/revocation of the cart driver's privileges. This includes common safe practices and courteous operations recognizing that the carts will be operated where pedestrian, bicycle and vehicular traffic is common.

Do not operate carts on sidewalks. In addition to being hazardous to pedestrians, Birmingham City Code Section 4-5-35 states that it is unlawful for any person to drive a motorized device, except for a motorized wheelchair, on a City sidewalk. Operating carts on sidewalks may result in the revocation of all driving privileges (cart and automobile).

**For use on public roads**, all carts acquired after the effective date of this program must meet the National Highway Safety and Traffic Administration (NHSTA) Standard 500 (49CFR Part 571.500), which is applicable to low-speed vehicles. The Standard may be reviewed at: <http://www.nhtsa.dot.gov/cars/rules/rulings/lsv/lsv.html>

Other State laws or local ordinances may apply to the use of golf carts and other motorized transportation devices. It is the responsibility of the driver to know, understand, and adhere to all applicable laws, ordinances, and rules. The cart driver and/or the driver's department are responsible for any fines, fees, or penalties arising out of any violation of law, ordinance, policy or program.

All golf and utility carts used at UAB are subject to minimum safety equipment/design specifications that include:

- No fewer than four wheels touching the ground/roadway at all times.
- All equipment must be in good working order.
- The cart must be equipped with a "Slow Moving Vehicle" sign clearly visible from the front and rear.
- The rear must have a reflective triangle, including trailers attached to a cart.
- If operated after dusk and before dawn, headlights, taillights and brake lights (2 of each).
- A yellow or amber flashing light(s) visible from 360 degrees shall operate while the vehicle is in motion.
- A horn with an activation button/switch within reach of the driver.
- The vehicle must have an ignition/on-off key to prevent unauthorized use.
- Parking-brake with adequate strength to hold the cart at least a 15-degree angle.
- An audible (at least 80 decibels at 10 feet) back-up alarm when placed in reverse.

### 3) Cart Registration/Signage/Driver Approval

Equipment Accounting will maintain a list of all UAB owned or leased carts used on campus in accordance with standard UAB asset accounting policies. Each department is responsible for furnishing information to Equipment Accounting on the sale or transfer of any cart as it occurs.

Each department will be responsible for maintaining a list of persons authorized to operate the cart and other records as required. The authorization/approval process to drive a cart is the same as any other UAB owned, leased or rented vehicle. The MVR Release and Request Form is available on the Office of Risk Management and Insurance website (<https://riskmgt.hs.uab.edu>).

### 4) Cart Driver Rules

Carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of other vehicles and pedestrians. In congested pedestrian areas, operators must either park or reduce speed and proceed at a pace consistent with that 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.

Carts shall be operated in accordance with the following specific rules:

- All occupants in the vehicle shall keep hands, arms, legs and feet within the confines of the cart while it is in motion.
- Drivers shall stop carts at all blind intersections and sound their horns before cautiously proceeding.
- Special care shall be taken while driving carts through parking lots to observe traffic and vehicles pulling in/out of parking spaces. Carts should be operated at speeds of less than 10 miles per hour in parking lots.
- Carts should operate and park only on hard surfaces unless the cart is specifically designed for and used for grounds maintenance, bulk transport, or personal assistance.
- Drivers may not wear headphones, use cell phones or use/operate any other device that may cause a distraction.
- Carts shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.
- Never exceed the maximum load capacity recommended by the manufacturer, either by number of occupants or weight of the passengers and load.
- Employees shall not operate carts registered to other departments unless approval has been granted by the supervisor or the department to which the cart is owned.
- Drivers of carts that are not equipped with turn indicators shall use appropriate hand signals.
- All accidents involving carts shall be reported immediately to the supervisor of the department to which the cart is registered and a police report shall be filed with UAB Police at the time of the accident. Regardless of whether property or personal injury occurred, accidents should be reported to the UAB Office of Risk Management and Insurance and to the UAB Occupational Health & Safety Department.
- Each driver shall be responsible to provide timely notification of safety and maintenance concerns to the supervisor of the department to which the cart is registered. The supervisor will contact UAB Automotive Services for repairs.

- In the event a cart is decorated for a special event, the decorations must be securely attached in a manner that will not cause damage or obstruct the driver's vision in any direction.
- Carts shall not be driven through covered walkways (breezeway) except under the following circumstances:
  - Emergencies, medical, police or safety operations.
  - 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.
  - To provide transportation for individuals with disabilities.
- 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.
- Unless loading or unloading cargo or passengers, carts shall not be parked within 20 feet of the entrance or exit of any building, except at loading docks. At no time should a parked cart block the ingress or egress to any building.
- Carts will not be parked:
  - In fire lanes.
  - In metered parking spaces.
  - In handicap parking spaces (unless proper permit is acquired).
  - In reserved parking spaces (other than those spaces reserved for carts).
  - In any manner that would impede the normal flow of pedestrian traffic.
  - On sidewalks or ramps that would impede handicap accessibility.
- Carts shall only be operated within the confines of campus or to reach a university facility that may be separated by public roads or property owned by others.
- The cart batteries should never be used to jump-start other vehicles, used to power other devices, or removed for any reason other than to perform maintenance or replacement by a person trained and authorized to perform such work. Never attempt to check or add fluid/electrolyte to a battery.

## 5) Repairs & Maintenance

Unless prior authorization is granted by UAB Automotive Services, all repairs and maintenance shall be performed by UAB Automotive Services.

Chargers for low speed electric vehicles must be plugged directly into a ground fault interrupter receptacle. The use of extension cords is forbidden.

Every cart must be checked prior to use each day to confirm the proper operation of critical equipment including:

- Lighting – headlights, taillights, brake lights, turn signals, flashing strobe light
- Brakes/Parking Brake
- Reflector & Signage
- Steering
- Horn
- Tire Inflation

Unless the manufacturer specifies a more frequent preventative maintenance schedule, the cart should be taken to Automotive Services for a more extensive check and to provide routine preventative maintenance every 6 months. In certain cases, carts used in more extreme operating

conditions such as use in temperature extremes, operating in dusty/dirty areas, frequent starting /stopping or hauling loads that are near the manufacturer's maximum rating may need to be placed on more frequent preventative maintenance routines to monitor wear and assure the cart receives adequate preventative maintenance.

In the event a cart has critical equipment that is not operational or is not functioning as intended, the cart shall be placed "out-of-service" and the key kept by an authorized individual to prevent the use of the cart until repairs can be completed.

## **6) Driver Training**

All cart drivers must view a Cart Safety Training Program prior to operating a cart. Any person currently operating a cart as of the effective date of the program will have 30 days to complete the required training. The online training program is available on the Education & Training section of Occupational Health & Safety's website ([healthsafe.uab.edu](https://healthsafe.uab.edu)). Each department should maintain proof that the cart driver has completed the required training.

For intermittent training or daily reminders, departments may utilize the Golf Cart/Utility Vehicle Driver Quick Reference that is available on the Office of Risk Management and Insurance website (<https://riskmgmt.hs.uab.edu>). The Golf Cart/Utility Vehicle Driver Quick Reference is not, however, a substitute for the Cart Safety Training Program.

## **7) Storage & Battery Charging**

The storage of each cart will be the responsibility of the department to which the unit is registered. Whenever possible, the carts should be stored in an area to allow for battery recharging and to shield the cart from foul weather. Some unauthorized persons may find the cart enticing for a joy ride, and thus, a secured storage area and/or the use a chain and padlock or steering wheel lock should be considered.

Any cart that is parked in a legal parking space in a restricted UAB parking lot or parking deck must display an appropriate parking permit. Parking permits are available through UAB Parking and Transportation Services.

Carts that are powered by rechargeable batteries shall have dedicated charging stations with a ground-fault electrical outlet designed and rated for such use. The recharging outlets must be designed to be locked when not in use. Just as with the cart, the keys to the charging should be controlled and only provided to persons authorized to operate a cart.

In some cases, a quick charge station may be necessary to maintain battery power between routine charging. In these situations, the location and installation of the quick charge station shall be in accordance with the recommendations of the manufacturer and the location may not limit or restrict access to any building, sidewalk, walkway, or exit route.

If available, the carts should be ordered with sealed or gel batteries that do not have caps to allow the fluid to be checked. The fluid in a battery is acidic and will result in an injury if it comes in contact with the skin or eyes. Inspection of any battery that can have the fluid checked by removing the caps shall only be done by personnel that are familiar with proper procedure to check the fluid, and personal protective equipment such as eye/face protection and acid-resistant gloves must be worn.

## Appendix A: Golf Cart/Utility Vehicle Driver Quick Reference

This document is a supplement, not a replacement, to the Golf Cart/Utility Vehicle Operation Program. This document is designed as reference only, and does not satisfy the training course required by the Golf Cart/Utility Vehicle Operation Program.

While driving a golf cart/utility vehicle (carts), the safety of yourself and others shall be your top priority. Responsible driving requires concentration, sound judgment, and common sense on your part. Please review the following safety rules to be followed when operating this potentially dangerous vehicle:

- 1) Only authorized drivers are allowed to operate carts following approval by their supervisors and UAB. No one else is authorized to drive the cart. Do not allow anyone to borrow the cart.
- 2) Familiarize yourself with the controls used to start stop, park, accelerate, and backup the cart. If the cart is not operating properly, park in a safe location, remove the key and any valuables, and notify your supervisor immediately.
- 3) Never operate the cart under the influence of drugs or alcohol that may impair your driving ability. If you are taking prescribed pain medication that makes you drowsy or if you are impaired in any way, tell your supervisor and do not drive the cart.
- 4) If using a non-electric cart, the key must be removed from the ignition before fueling the cart. Failure to do so may result in personal injury or property damage.
- 5) ***Other than certain carts (meeting Standard 500 criteria), operating a cart on public roadways except when crossing from one side of the street to the other is prohibited.*** If you are uncertain if the cart you are operating is designed and approved for road use, always assume it is for off-road use only unless advised otherwise by your supervisor. Only cross roadways at designated crosswalks and obey traffic signals, signs and rules when crossing.
- 6) Do not operate carts on sidewalks. In addition to be hazardous to pedestrians, Birmingham City Code Section 4-5-35 states that it is unlawful for any person to drive a motorized device, except for a motorized wheelchair, on a City sidewalk.
- 7) Carts are required to abide by orders/directions from the UAB Police and UAB's Parking/Traffic regulations.
- 8) Blocking entrances to buildings, stairways, fire exits, disability ramps or main thoroughfares is prohibited.
- 9) **Pedestrians have the right of way on campus.** Carts must yield to pedestrians at all times.
- 10) The number of occupants may not exceed the recommended level for the cart. One passenger is permitted per seat and all passengers are required to sit in seats. No riding on backs, front, or sides of carts is permitted.
- 11) Keep your arms, legs, and head inside the cart at all times, unless using your left hand and arm to indicate turn and stop signals.

- 12) Warn your passengers of bumps in the road, obstacles, etc. that may cause the cart to bounce, swerve or react in a manner that could cause a passenger to be surprised.
- 13) Secure and properly store all equipment and supplies to prevent objects from falling out or striking people.
- 14) Use caution when driving downhill; reducing speed and avoiding sharp turns.
- 15) Obey all traffic regulations - observe all stop signs and traffic signals.
- 16) Allow for extra travel time and stopping distance when roads are wet or slick from the weather.
- 17) When finished with the cart, remove the key and return it to the proper contact person so other employees can use the carts as needed.
- 18) The use of cell phones, headphones or other devices that could limit hearing or cause a distraction while operating the cart is prohibited.
- 19) Smoking in a cart is not allowed, both when sitting idle or moving.
- 20) Make certain the parking brake is applied and whenever possible, park in a manner that will not allow the cart to move if the parking brake were accidentally released.
- 21) Carts will not be parked:
  - In fire lanes.
  - In metered parking spaces.
  - In handicap parking spaces (unless proper permit is acquired).
  - In reserved parking spaces (other than those spaces reserved for carts).
  - In any manner that would impede the normal flow of pedestrian traffic.
  - On sidewalks or ramps that would impede handicap accessibility.
- 22) Remove the keys when leaving the cart unattended.
- 23) Report any accidents immediately to the UAB Police (934.4434), the Office of Risk Management and Insurance (934.5382), and Occupational Health and Safety (934.2487).

UAB OCCUPATIONAL HEALTH AND SAFETY

# TRAINING COMPLETION CERTIFICATE

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COMPLETED

UTILITY CART SAFETY TRAINING

INCLUDING VIEWING THE VIDEO, “*SAFE  
OPERATION OF UTILITY CARTS*” AND HAS READ  
AND HEREBY AGREES TO ADHERE TO THE UAB  
GOLF CART/UTILITY VEHICLE OPERATION  
GUIDELINES

ON

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Signature: \_\_\_\_\_