

Golf Cart/Utility Vehicle Use Policy

The Golf Cart Use Policy establishes the safety measures to be followed by Calvin employees, student employees, guests and others who operate golf carts/utility vehicles on campus. The intent of this policy is to prevent injuries to pedestrians, golf cart/utility vehicle operators and reduce the risk of property damage. Campus Safety may fine drivers for reckless driving and/or golf carts may be confiscated with driving rights revoked if the parameters of this policy are not followed.

PRE QUALIFICATIONS

- Driver must be 18 years of age or older
- Driver must have a valid driver's license
- Complete the [Calvin Authorized Driver form](#)

RESPONSIBILITIES

Operators are responsible for:

- Reviewing this policy, acknowledging all safety rules associated with golf cart use, signing off on the acknowledgement form and returning this form to Environmental Health and Safety, EHS@calvin.edu, before operation.
- Inspecting the golf cart/utility vehicle before operation and documenting any deficiencies. Much like inspecting a rental car before operating, the same procedure applies to golf cart use: check for any damages and make note of any issues you identify. Report any issues to John Hayley, Associate Director of Facilities, jh97@calvin.edu.
- Operating the cart/vehicle in a safe manner. This includes:
 - Conducting a safety check on the cart/utility vehicle *prior* to operation (*see how to conduct a Golf Cart/Utility Vehicle Safety Check below*).
 - Reducing speed when turning corners to avoid tipping the vehicle.
 - Reducing speed when coming up on blind spots.
 - Reducing speed when turning corners to avoid tipping the vehicle.
 - Reducing speed when going around buildings.
 - Allowing pedestrians the right of way at all times.
 - Accounting for the fact that a pedestrian may be physically impaired (unable to move quickly) or unable to hear or see the golf cart/utility vehicle.
 - Coming to a complete stop at intersections.
 - Traveling at 10 mph or less on all campus roadways.
 - Traveling at 5 mph or less in pedestrian areas and on walkways.
 - Not exceeding the capacity of the cart. This includes not carrying more passengers than seating provides for.

- Not allowing passengers to ride in the cargo area.
 - Not overloading the golf cart/utility vehicle by exceeding the recommended weight or load capacity.
 - Ensuring passengers keep their bodies inside the cab of the golf cart/utility vehicle (except when using hand signals) and remain seated until the golf cart/utility vehicle comes to a complete stop.
 - Jumping on or off a moving cart is not allowed.
 - Driving on paved surfaces only and no cutting through grassy areas.
 - May not use cell phones or any electronic devices while driving. The operator must pull over and stop to make or receive calls.
 - Assuming responsibility for ignition keys for the period of time in which they are using the vehicle.
Keys shall not be left in golf carts/utility vehicles.
 - Setting the parking brake when not in transit.
 - Shall not block exits, entrances, stairs, sidewalks, fire hydrants, fire lanes or handicap ramps.
- Reporting accidents to Campus Safety (616-526-6452, safety@calvin.edu) and their immediate supervisor.
 - Report the accident from the scene. **If reckless driving is a root cause of an accident, you or your department will be responsible for repair costs.**
 - All damage to golf carts will be investigated by Campus Safety. Failure to report an accident can result in losing the privilege of operating a cart.
- Remaining on campus with the golf cart or utility vehicle.
 - Ensuring the vehicle is secured outside of normal business hours. (Monday – Friday 8:00 Am – 5:00 PM)

Department/Supervisors are responsible for:

- Ensuring that employee drivers, students, or guest users are properly licensed and that they have reviewed this policy prior to operating a golf cart/utility vehicle.
- Ensuring that a training verification form (last page of this policy) has been signed and sent to EHS@calvin.edu.
- Taking timely action to correct operator misuse in the operation of a golf cart/utility vehicle.
- Ensuring the vehicle is secured outside of normal business hours. (Monday – Friday 8:00 AM – 5:00 PM)

Failure to abide by any of these rules may result in disciplinary action and loss of privileges to drive a golf cart. Moving or traffic violations may be issued, and fines administered.

Golf Cart/Utility Vehicle Pre Operation Safety Checklist

Golf Cart/Utility Vehicle Recommended Daily Safety Checks

- ① Brake, tail and head lights and turn signals are in working order
- ② Proper tire inflation; no cuts or punctures
- ③ Battery fluid leaks - check for wet spots under vehicle
- ④ Clear windshield and mirrors
- ⑤ Windshield wipers working (if so equipped)
- ⑥ Steering is normal
- ⑦ Brakes work properly
- ⑧ Horn works properly
- ⑨ Forward and reverse gears are operational
- ⑩ Check fuel level (if applicable)

Inspect vehicle daily, prior to use. If the vehicle is in need of repairs or maintenance, it should be removed from service. Report any damage or maintenance needs to your supervisor immediately. If you have any other questions, please contact Environmental Health and Safety (EHS@calvin.edu).

Golf Cart/Utility Vehicle Verification of Training

- I have a current, valid US driver’s license which is not restricted, suspended, expired or cancelled.
- I have not had 3 or more convictions for moving violations within the past 36 months.
- I have not been convicted of operating a vehicle while under the influence of drugs or alcohol, leaving the scene of an accident, failure to report an accident or reckless driving within the last 36 months.

I have read the Golf Cart/Utility Vehicle Policy and related procedures. I have reviewed them with my supervisor, and I understand and agree to follow them. I further understand that any violation of the above policy and procedures could lead to disciplinary action.

Golf Cart/Utility Vehicle Operator

Date _____

Name (print) _____

ID # _____

Name (signature) _____

Operator’s Supervisor

Date _____

Department _____

Name (print) _____

Name (signature): _____

Send completed form to Environmental Health & Safety: EHS@calvin.edu