



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
at El Paso**

Safety Services Policy and Procedure

Title: Golf Cart Policy	Policy Number: 10.9
Regulation: Reference:	Original Approval Date: 09-08-2011 Revised Date: 01-28-2013 Next Review Date: 01/2015

Policy:

This policy provides guidelines for the use of electric or gas-powered golf carts at Texas Tech University Health Science Center El Paso (TTUHSC El Paso). The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safe environment for students, faculty, and staff.

Scope:

All TTUHSC El Paso personnel

Review:

This TTUHSC El Paso policy will be reviewed every two years by the Safety Manager for the Department of Safety Services. Recommendations and revisions will be forward to administration for approval.

Background Statement:

TTUHSC El Paso provides golf carts for use by employees as they carry out their duties and responsibilities. Golf carts are used to transport equipment and people, patrol the campus grounds, make deliveries, and provide campus maintenance activities. This policy establishes consistent standards regarding:

- Vehicle Operating Standards
- Department and Driver Responsibilities
- Operator Requirements and Standards
- Golf Cart Condition and Standard Safety Features
- 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 drivers and pedestrians.



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Introduction:

TTUHSC El Paso provides golf carts that may only be used for official department/university business by university employees, student employees, and university approved volunteers associated with a university department. Golf carts may not be used for personal business such as unauthorized home-to-office travel. This will be considered unofficial travel and misuse of equipment.

Knowledge of and compliance with applicable state laws, rules, regulations, and policies are the responsibility of the driver. Noncompliance may result in suspension of user privileges and vehicle traffic citations .

Procedure, Vehicle Operating Standards:

- To operate a golf cart you shall be an authorized driver through the TTU Office of Risk Management, as required in OP 80.07.
- Golf cart operation is governed under the Texas Revised Statutes and operators are subject to the rules of the road, including stopping, turning, and safe operation. Golf cart vehicle operators observed in violation of these rules can be cited by the police. Texas Tech Police on campus are responsible for enforcing these statutes.
- Golf cart operators are required to carry golf cart insurance, a memorandum of understanding between the El Paso Police Department and TTUHSC Police Department, and a current driver's license at all times when operating a golf cart.
- Golf carts will only be operated within the confines of TTUHSC El Paso campus, and are to be operated at speeds that the operator can safely handle. Operators should always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the golf cart safely.
- Golf carts need to be equipped with a "Slow Moving Vehicle" sign to comply with traffic laws.
- Golf carts are not to be overloaded, i.e., carrying more passengers than seating provided or overloading the cart manufacturer's recommended load capacity.
- Golf cart operators will stop at all blind intersections and then proceed with caution.
- Golf cart operators shall not use hand held phone devices while the vehicle is in motion and shall not use headsets while operating carts.
- Golf carts are to be driven on level ground; it is unsafe to drive them in terrain that is unlevel. If the golf cart must be on a landscaped area in order to allow a pedestrian(s) the proper right-of-way it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear.



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- Golf carts 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.
- Golf carts will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians.
- Pedestrians will be given the right-of-way at all times.
- Golf carts will not be parked in the following areas:
 - Fire Lanes
 - Handicap Parking
 - 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
 - Sidewalks or ramps that would impede handicap accessibility

Supervisor Responsibilities:

- Supervisors will ensure that each employee in their department, who operates a golf cart, is advised of this policy.
- Drivers must have a valid driver's license with a satisfactory driving record, and an updated driver's authorization on file with the TTU Office of Risk Management.
- Department Supervisors are responsible for obtaining a signed copy of the golf cart safety guidelines acknowledgement form from each employee in their department who operates a golf cart, attesting to the employee's knowledge and understanding of, and agreement to abide by, the golf cart policy. This signed acknowledgement must be completed and placed in the employees personnel file prior to the employee driving a golf cart.
- The department supervisor is responsible to tag-out the golf cart when it is unsafe to use.
- No one under the age of eighteen (18) will be allowed to operate a golf cart.
- Departments will implement procedures for the control of the golf cart registered to each department. Procedures may include the use of a "sign-out log" for keys to the golf cart.

Employee/Operator Requirements and Standards:

- Golf cart operator is responsible for immediately reporting any malfunction of the golf cart to the supervisor and refrain from using the golf cart if it is unsafe.
- Golf cart operators are responsible for the security of ignition keys during the time a golf cart is assigned to them. Anytime a golf cart 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.



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- Golf cart operators are not permitted to drive while wearing devices that impede hearing, e.g., stereo headsets, earplugs, etc.
- 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 golf cart.
- Hand held phone usage while driving a golf cart is prohibited.
- Employees will not operate golf cart registered to other departments unless the supervisor of the department to which the golf cart is registered has granted prior approval.

Golf Cart Condition and Standard Safety Features:

- Golf carts 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 that stay on during night operations).
- Golf cart physical condition should be clean without dents, dings, cracked fenders, etc.
- Golf carts purchased 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 are acceptable for day time operation.
- Golf carts will be equipped with a working horn.
- Golf carts will not be modified in any manner that affects the recommended mode of operation, speed or safety of the golf cart.
- Parking break shall be engaged at all times when the golf cart is not in use.

Golf Cart Maintenance Responsibility:

- TTUHSC El Paso Facilities Operations & Maintenance (FOM) is responsible for the maintenance of golf carts, and will provide this service with a service request from the responsible department.
- The department assigned the golf cart is responsible for submitting a work order to FMO for maintenance work, and the cost of this service will be charged back to the department.
- Each golf cart operator is responsible for providing timely notification of safety and maintenance concerns to the supervisor of the department to which the golf cart is registered.
- Supervisors will be responsible for seeing to the timely repair of such concerns, and if the golf cart cannot be operated safely without said repairs taking place, the golf cart will be taken "out of service" until the repairs are completed. It is recommended for departments to have their units serviced by FOM periodically for primary maintenance to ensure that the unit meets safety operating standards and all times.
- The department assigned the golf cart is responsible for the cost of repairing damage to the golf cart caused by regular use, misuse or abuse and a preventable or unpreventable accident.



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Accident Reporting Process:

- All accidents involving a golf cart shall be reported immediately to the supervisor of the department to which the golf cart is registered and to the Texas Tech Police Department regardless of whether property damage or personal injury occurred.
- Texas Tech Police and the Department of Safety Services will investigate the incident.
- Upon completion of the investigation, depending on the severity, the driver may lose all privileges to operate golf carts.
- It is important to report all accidents within the 24 hour reporting time period. Policy 70.41 requires a post-accident alcohol or drug testing. Please see policy for requirements.
- If an injury was sustained, a Supervisor's Report of Incident, Injury, or Illness form shall be completed and sent to the Worker's Compensation Claims Coordinator in the Department of Human Resources within 24 hours of the incident.



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Golf Cart Acknowledgement Form

I, _____ confirm to have read the Golf Cart Policy, 10.9 and fully understand my responsibility as an authorized operator. I have received a copy of this policy and agree to comply with all provisions of the policy. I understand that if I violate the terms of the policy, I may lose the right to operate the golf cart and/or be subject to discipline, up to and including termination.

_____ (Signature of Employee)

_____ (Signature of Supervisor)

_____ Date

A copy is to be maintained by the department supervisor.



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TTUHSC – Weekly Golf Cart Condition Report

Department: _____

Date: _____

Driver: _____

Cart Number: _____

Item Checked	OK	Defective	Remarks	Date Reported
Fuel				
Oil				
Battery				
Lights				
Brakes				
Mirrors				
Windshields				
Horn				
Turn Signals				
Stop Lights				
Tires				
Body Condition				
Cleanness				



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This report shall be completed on the first working day of the week, and turned in to the department supervisor.

PLEASE REPORT ALL SERIOUS DEFECTS TO YOUR SUPERVISOR IMMEDIATELY.