

GOLF CART--UTILITY VEHICLE OPERATING PROCEDURE

EFFECTIVE DATE: 08/04, REVISED: 09/14

1. INTRODUCTION

This procedure provides guidelines for the use of electric or gas-powered carts and/or similar utility type vehicles (carts, gators, UTVs) on the campus of The University of Tennessee at Martin. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty and staff.

2. STATEMENT OF PROCEDURE

A. All members of the University community are governed by this policy (students, staff, faculty and contractors/vendors). All operators of carts must meet the following criteria before operating a cart on property under the jurisdiction of The University of Tennessee at Martin.

- (1) Possess a valid Tennessee driver's license.
- (2) Know and adhere to the State of Tennessee motor vehicle laws.

Note: UT employees who will be operating carts are required to obtain a Tennessee driver's license within thirty (30) days after: commencement of such employment or notice that they will be operating a cart as part of their job duties. Full-time out-of-state students who have a valid driver's license from their state of residence are exempt from the requirement of obtaining a Tennessee driver's license for only that period of time allowed by Tennessee law.

B. The safe operation of carts is paramount. Failure to follow this policy, render common practices or courtesies, or follow rules of the road for the State of Tennessee, could result in citation, appropriate disciplinary action, and/or suspension of the operator's cart driving privileges.

C. All carts must be maintained so that all original equipment safety features are kept in good working order.

D. Minimum safety features for carts acquired by departments prior to effective date of this policy are to include:

- (1) Carts must be four-wheeled vehicles - **No three-wheeled vehicles.**
- (2) All original equipment safety features must be kept in good working order.

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E. The following outlines procedures for the safe operation of carts:

- (1) Supervisors must monitor their personnel and ensure that all persons operating carts have been instructed in the safe operation of carts and that only authorized passengers are allowed.
- (2) The speed limit for carts is **15 mph**.
- (3) All carts are prohibited from operating on the roadways of the campus **except** when crossing from one side of the street to another or utilizing a roadway where no sidewalk exists. In most cases, sidewalks are to be used while **right-of-way is to be rendered to all pedestrians**.
- (4) The crosswalk with curb cuts between the Administration Building and the Stadium parking lot, and the crosswalk connecting the sidewalk north of Brehm Hall and the Farm Road have been designated as the routes to be used for crossing University Street.

Note: Operators are to use due caution in crosswalks. Carts using pedestrian crosswalks **DO NOT** have the right-of-way.

- (5) The operator must report any accidents to the Department of Public Safety and to the operator's supervisor. The Department of Public Safety will forward a copy of the accident information to Environmental Health and Safety.
- (6) Modification or tampering with a cart's governor is prohibited.
- (7) Operators may not wear headsets nor use cell phones or other electronic devices while operating carts.
- (8) Operators are prohibited from operating carts on roadways outside the boundaries of the University.
- (9) Operators are prohibited from operating carts inside, under, or through the confines of University buildings.
- (10) Pedestrians have the right-of-way on campus. Carts must yield to pedestrians on sidewalks. **SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.**
- (11) Cart operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of carts.
- (12) Carts are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the cart's recommended carrying or load capacity.

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- (13) The name of the University department and University identification number (provided by Physical Plant at the department's expense) must be displayed prominently on University-owned carts. Contractors and other non-affiliated departments/companies, corporations, etc., must display company name and vehicle identification number (VIN) on their carts at the owner's expense.
 - (14) Cart operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in carts.
 - (15) Operators must park carts away from heavily traveled pedestrian areas or in designated cart parking areas.
 - (16) Cart operators are not to block the path nor limit pedestrian access on walkways.
 - (17) University-owned carts are to be used for University business only.
 - (18) Any cart operated after dark must have operable head lights.
 - (19) To assist in maintaining the beauty of the campus, cart operators must drive on the sidewalks or other paved surfaces and use extreme caution to keep all wheels on the pavement when turning corners.
- F. University-owned carts are to be maintained in accordance with manufacturer and Physical Plant's recommended service schedule.
- (1) Repairs and regular maintenance are the responsibility of the Department owning the cart. The departments are financially responsible for all repair and maintenance costs (labor, parts, and supplies). The department is required to keep all preventative maintenance and repair records related to the cart; however, for those services provided by Transportation Services, Transportation Services will keep such records.
 - (2) Departments are responsible for keeping all original equipment and safety features in good working order.
- G. Personally-owned carts are prohibited from operating on University property. However, special consideration will be given to ADA accommodations.