Golf Cart Policy & Procedure

Scope

The following policies and procedures apply to anyone operating a golf cart on college-owned or leased property.

Purpose

The purpose of this policy and procedure is to help ensure the safe operation of golf and other utility cart vehicles on campus.

Policy

Any individual operating a golf or utility cart on college-owned or leased property must adhere to the following policies and procedures. Any violation of these rules may result in disciplinary action.

- Carts are to be operated with the utmost courtesy, care and consideration for the safety of the operator, passengers, pedestrians and college property. Pedestrians shall be given the right-of-way at all times.
- Carts are provided to facilitate performance of work duties.
- Carts are to be properly equipped and utilized appropriately and safely.
- Per NH RSA 215-A, carts are prohibited from operating on "off campus" public roadways except when crossing onto other college-owned or leased property. When crossing a public roadway, the cart operator must do so at a 90 degree angle and must yield to traffic.
- Procedures and details for operating carts on campus are specified in the section below.

Procedure

General Operation

- Vehicles shall not be operated in a manner that may endanger drivers, passengers or other individuals (pedestrians), or harm college property. Dialing and/or texting on mobile phones or manipulating other devices is prohibited while operating a golf cart.
- Golf cart operators (drivers) should be limited to employees (including student employees), authorized lessees and/or contractors. Passengers may include

campers being shuttled by camp employees or lessees, athletes being shuttled by event personnel or athletic trainers, guests being shuttled for college events, and CS community members being shuttled by Campus Safety.

Passenger Limit/Load Capacity

- Do not exceed the passenger limit, seating designation, capacity or load capacity designated by the vehicle's manufacturer.

Parking

- Do not block any access or egress (natural flow of traffic) to entrance areas to buildings, stairways, access ramps or main thoroughfares.
- Park carts in a single row so they do not block or interfere with the normal flow and path of pedestrians or other carts.
- 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 and the key removed from the ignition and in the possession of the authorized operator.
- Operators should ensure their golf carts are properly secured within locked areas and/or the steering wheel is locked and chained to prevent theft. Placing a bike cable through the steering wheel and seat handle can prevent steering the cart in the event of a hotwire theft.

Driving Rules

- No one under the age of eighteen (18) is allowed to operate a cart.
- A valid driver's license is required to drive a cart on campus.
- Carts will be driven in compliance with the common "rules of the road," adhering to all traffic laws and regulations, regardless of whether they are being operated on service drives, sidewalks or roadways.
- Pedestrians have the right of way. Cart operators must reduce speed on walkways when pedestrians are present and space is limited. Maintain safe distance between golf cart and pedestrian. Drive on right side of sidewalks/paths similar to street driving rules.
- When walkways are crowded (between classes), golf cart operators must either stop, proceed around pedestrians at a very slow pace or, if ground conditions are dry, temporarily proceed around a group of pedestrians on the turf/grass.
- All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.

- Never back up without first making sure there is no person or obstruction behind the cart.
- Reduce speed to compensate for inclines, corners, bumps/rough terrain, pedestrians and, especially, wet/icy conditions.
- Avoid abrupt stops (skidding), high speed turns and any form of horseplay.
- Avoid driving over sprinkler heads, drain covers and avoid turf (grass) during wet conditions.
- Do not jump curbs or other obstacles that may damage the cart.
- Be certain to set the brake whenever stopping and leaving the cart.
- Drivers and passengers must remain seated whenever the vehicle is moving. Do not stand on or ride on the bumpers, fenders or club storage area. Drivers should stop the cart when looking or scanning beyond a 90-degree field of vision (stop before turning your head to view something behind you — 180 degrees).

Accidents

- Drivers involved in an accident must immediately report the incident to their supervisor and to Campus Safety, regardless of whether property damage or personal injury occurred.
- Accidents involving injury must be reported to Campus Safety, the injured employee's immediate supervisor and Human Resources.

Enforcement

- Golf cart operators violating these procedures may be prohibited from operating a golf cart by their department head and/or the director of campus safety.