



Golf Cart Operation & Safety Policy and Procedure

NAME: **Golf Cart Operation & Safety Policy and Procedure**
ISSUING DEPARTMENT: **Admissions Office**
ISSUED DATE: REVIEWED **August 24, 2021**
DATE: APPROVING **August 24, 2021**
AUTHORITY: **President's Cabinet**
DATE REVISED: **August 24, 2021**

PURPOSE

The purpose of this policy is to help reduce the possible risks associated with the use of a golf cart on the Mansfield University campus.

SCOPE

The University golf cart is available for the convenience and comfort of campus visitors. It is also available to assist with campus events such as Commencement, New Student Orientation and athletics.

RESPONSIBILITY

This policy applies to all employees: faculty, staff and student employees driving or supervising the operation of the University golf cart. University employees who utilize volunteer drivers for University events are expected to ensure compliance with this policy. Failure to abide by this policy may result in loss of golf cart driving privileges.

POLICY

A. Reservations

Use of the golf cart must be reserved by contacting the Admissions Office and is subject to availability and approval. Admissions events will take priority. Upon making a reservation, the driver will review and sign the Golf Cart Driver Agreement form. All drivers must receive training, prior to operating the University golf cart.

B. Safe Operation

In addition to completing training and signing the Golf Cart Driver Agreement form, authorized drivers must

- have a valid driver's license;

- observe all vehicle traffic laws while driving the University golf cart, including yielding right-of-way to pedestrians, at all times;

- not exceed the posted speed limit on campus and borough roadways;
- not exceed the number of passengers and load capacity required by the manufacturer's rated limit;
- not allow children to sit in the driver's lap or steer the cart;
- report any mechanical problems to the Office of Admissions Administrative Assistant;

In the event of an accident, it is the driver's responsibility to immediately contact Campus Police to file an accident report.

C. Storage

The golf cart will be located and stored in the President's residence garage. When parking the cart in the garage, it must be carefully backed in and plugged into the charger. The driver should ensure that it is charging before leaving.

Users should remove all trash from the cart and wipe down the seats/handles with disinfectant. Cleaning supplies will be in the garage. Keys and the garage door opener must be returned to the Office of Admissions (South Hall) after use.

DISTRIBUTION:

Mansfield University Policies/Procedures Directory will be distributed online and maintained by the staff of the designated offices.