



Required Elements for Department Small Utility Vehicle and Golf Cart Procedures

The following are minimum elements that are required to be included in department specific procedures for operation of small utility vehicles and/or golf carts.

- All drivers of utility vehicles or golf carts must attend a training session prior to operating any such vehicles, and must be a trained staff member or under the supervision of a trained staff member while operating vehicles.
 - The training program should include:
 - The contents of this procedure, especially including all safety rules.
 - Safe operating rules of the road.
 - Precautions for operating in low-light or dark conditions.
 - Designated paths and routes for vehicle operation.
 - Procedures for unusual operating conditions, for example, while using an attached snow plow or towing, as applicable.
 - Limitations and restrictions on the use of the golf cart.
 - The difference between street legal and non-street legal golf cart/small utility vehicle.
 - Steps to be taken in an emergency.
- All drivers must be 18 years of age or older and must have a valid driver's license. A copy of the current valid driver's license should be on file with the responsible department prior to operating the vehicle. Each department should designate an HR representative to keep this confidential information on file.
- Utility vehicles and golf carts shall observe all vehicle traffic laws (e.g. stopping at stop signs, yielding to pedestrians, etc).
- Vehicles shall not be operated in a manner that may endanger passengers, other members of the campus community, or property. Drivers must not be under the influence of alcohol or drugs. Drivers should not use radios or cell phones while the vehicle is moving. Absolutely no horseplay while operating vehicles.
- The number of passengers and load capacity shall not exceed the manufacturer's rated limit. Passengers must be in seats. Seatbelts must be worn, if installed. Safety equipment, especially including seatbelts, may not be removed from the vehicle.

- Driver and passengers must hold on to the utility vehicle or golf cart at all times while the vehicle is in motion unless securely seat-belted in place. Luggage, packages, cargo, and/or equipment must be adequately secured for safety.
- Operators must operate vehicles at a safe speed for conditions, and should not operate vehicles at maximum speed.
- Utility vehicles and golf cart-type vehicles that are not licensed for street usage are restricted to sidewalks and paths on the University campus. Street-legal vehicles may be operated on streets with prior approval of responsible department. Small utility vehicles and golf carts must be operated in accordance with all applicable traffic laws, particularly regarding usage of seat-belts and prohibitions against use of cell phones or texting while driving.
- Check path of utility vehicles or golf carts and identify areas of caution or reduced speeds over designated paths. Drivers should slow when approaching such areas, or if traveling over paths which have not been assessed. Included in training session will be instructions on which paths to use.
- Operators must reduce speed to match other users on all streets, sidewalks, and paths. In congested pedestrian areas, operators must either park or proceed at a slow walking pace.
- Vehicles can only be parked in a safe manner and location and must not block any entrances to buildings, stairways, ramps, or thoroughfares. Passengers who are not UW employees should be embarked and disembarked only when the vehicle is parked on a hard, level surface.
- Charging stations for electric golf carts and utility vehicles shall be located in a safe location that has adequate ventilation to prevent potential build-up of explosive hydrogen gas, and which is adequately protected from weather.
- Report all work-related injuries or near miss incidents to supervisor as soon as possible. Incident report instructions: <http://www.ehs.washington.edu/ohsoars/index.shtm>. Traffic and vehicle accidents may also require additional reporting to UWPD, Washington State Patrol, and/or Washington Department of Transportation.