

Golf Carts and Utility Vehicles

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I. Purpose

To govern the use and operation of University owned or leased electric or gas-powered carts and similar low speed utility type vehicles when being used for official University Business, and to provide guidance for safe operation and maintenance of these vehicles through the establishment of equipment standards, operation guidelines, and registration procedures

II. Definitions

- *University community*: all faculty, staff, students and other users authorized by the department head, administrator or their designee, including those acting as an agent of the University or its affiliated corporations listed in [Business Procedure E-0-1](#).
- *Cart*: all electric or gas powered utility carts including, but not limited to, golf carts and side by side utility carts (e.g. *Gator*).
- *Operator*: any person authorized to operate a cart
- *University business*: activities performed by a University employee, registered volunteer, or student acting as an agent of the University or its affiliated corporations to accomplish University objectives as required by the duties of his or her position or office.

III. Policy

- A. All members of the University Community are governed by this policy and must meet the following criteria before operating a cart:
 - 1. Possess a valid driver's license
 - 2. Successfully complete a University Motor Vehicle Record (MVR) Release of Information Form
 - 3. Successfully complete the University's Cart Safety Training Program
- B. Only use University carts during the performance of official University business.
- C. Personally owned carts are prohibited from operating on University property. However, special consideration will be given to disabled individuals with the recommendation of the Disability Resources Center.
- D. All University contractors or vendors functioning on University property must obtain written authorization from the University Office of Risk Management before operating their carts on University property.
- E. Exceptions to the policy must have prior approval of Risk Management. Please see the form [Cart Policy Exception Request](#) on the University's eForms page.

IV. Equipment Standards

- A. All University carts must have the following equipment installed and operational:
 - 1. Horn
 - 2. Visual flashing warning device visible from 360 degrees
 - 3. Reflective triangles displayed on the exterior rear of the cart and any trailer as near the center as practical

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4. Ignition / on-off key to prevent unauthorized use
 5. Parking brake with adequate strength to hold the cart
 6. Headlamps and tail lamps if operating during hours of limited visibility
 7. Department name clearly marked on cart in at least two-inch lettering
- B. Do not modify carts in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.

V. Cart Operation

Operate carts in a safe and courteous manner at all times. In addition to adhering to manufacturer's recommendations, the following rules apply to the operation of carts:

- A. Operators must observe all vehicle traffic laws (e.g. stop signs)
- B. In most instances, carts must operate on sidewalks, University bicycle lanes and paths.
- C. When utilizing bicycle lanes and paths, carts must only travel in the designated direction.
- D. Carts must operate on hard surfaces unless a job function requires driving in the grass.
- E. Carts must travel at speeds that are consistent with the intended use of the path. Speeds on walkways and in congested areas, must be no faster than the pedestrian traffic.
- F. Carts must yield the right-of-way to pedestrians.
- G. Carts are prohibited from operating on major roadways or University roadways with speed limits in excess of 25 mph, except when crossing from one side of the street to another and where no adequate sidewalk exists.
- H. Do not use headphones, ear-buds, or cell phones while operating a cart.
- I. Carts must not carry more than the rated payload capacity specified by the manufacturer's guidelines.
- J. Carts must not carry more passengers than seating provided. Do not use tilt beds and flat beds for passenger transport.
- K. All individuals must remain seated when a cart is in motion. Keep hands, legs, feet and arms inside the cart.
- L. Approach sharp and blind corners with caution.
- M. Do not drive carts on pedways, walkways into buildings, elevators, or other locations designed for pedestrian use only.
- N. Carts must not park in a manner that impedes or interferes with normal pedestrian or vehicular traffic flow on roadways or walkways.
- O. Operators must not park carts on unimproved surfaces when the ground is saturated with water.
- P. Operators must park carts away from heavily traveled pedestrian areas, preferably in designated service or cart parking areas.
- Q. Carts must not park in a manner that blocks an entrance or exit to any building.

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- R. When not in operation, operators must apply the parking brake and remove the key.

VI. Accident Reporting

- A. Promptly report a cart accident to the University Police or local authorities if it involves a third party or property damage.
- B. Complete the University Motor Vehicle Accident Report form (<http://www.uky.edu/eForms/forms/VehicleAccidentReportForm.pdf>) as close to the time of accident as practical, providing all information and complete details.
- C. Report employee injuries to UK Workers Care by calling 1-800-440-6285.
- D. If a cart accident results in an injury to a student or visitor, report it using the University's Accident-Occupational Injury/Illness Report. The report can be found at <http://ehs.uky.edu/ohs/accident.php>.

VII. Enforcement

- A. Departments are delegated the responsibility for monitoring the safe and prudent use of their carts.
- B. Failure to adhere to this policy may result in citation, corrective action, and suspension or revocation of the operator's cart driving privileges. Corrective action may be used to address violations of this policy as outlined in the University Human Resources Policies and Procedures and the Student Code of Conduct. Additionally, the operator will be financially obligated for any citation issued by law enforcement officials.
- C. Anyone may submit a report of unsafe cart/utility operation via the form [Report Unsafe Utility Cart Operation](#) located on the UK eForms page. The form may be mailed anonymously to Risk Management, 306 Peterson Service Building 0005 or emailed to Treasurer@uky.edu.

VIII. Charging and Refueling

- A. Refer to the owner's manual for correct charging and/or refueling procedures.
- B. Never use the cart batteries to power other devices or remove for any reason other than to perform maintenance or replacement by a person trained and authorized to perform such work. Never attempt to check or add fluid/electrolyte to a battery.
- C. Recharge carts powered by rechargeable batteries at designated, well-ventilated locations per the manufacturer's guidelines using ground-fault interrupter receptacles, if possible. If the operator is plugging the cart charger into a building electrical receptacle on a regular basis, a ground-fault circuit interrupter (GFCI) is recommended and will be installed at the supervisor's request. In new construction, a GFCI receptacle is required at any location where a cart will be charged on a regular basis. All cart charging locations must have a sign with white letters on a green background which reads "Cart/Utility Vehicle Charging Acceptable".
- D. Avoid the use of an extension cord with the charger if possible. If an extension cord must be utilized, use a three conductor, No. 12AWG heavy duty cord with a ground conductor in good electrical condition. Keep it as short as possible (no more than twelve feet (3.7 m)). Locate all cords so that they will not be stepped on, tripped over, or otherwise subject to damage or stress. Always unplug the extension cord after charging is complete.

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E. Gasoline powered carts should only be filled at designated University fuel stations.

IX. Maintenance and Repairs

Follow Kentucky Occupational Safety and Health (KYOSH) regulation 803KAR2:015(1) General Industry Standards when performing maintenance on cart batteries. ([Appendix A](#)).

- A. Maintain University-owned carts in accordance with manufacturer's recommendations including, but not limited to, periodic preventative maintenance.
- B. The department that owns or leases the cart is responsible for repairs and regular maintenance. Departments are financially responsible for all repair and maintenance costs (labor, parts and supplies) and are required to keep all preventative maintenance and repair records related to the cart.
- C. Check carts prior to use each day to confirm the proper operation of critical equipment including:
 - 1. Lighting – headlights, taillights, brake lights, turn signals, flashing strobe light
 - 2. Brakes/parking brake
 - 3. Reflector and signage
 - 4. Steering
 - 5. Horn
 - 6. Tire inflation
- D. If maintenance is performed by University personnel, a KYOSH approved eyewash station must be available on-site. Please contact Occupational Health and Safety to define an appropriate eyewash station.

X. Storage

- A. The department to which the unit is registered is responsible for cart storage.
- B. Whenever possible, the cart must be stored in an area that allows for battery recharging and to shields the cart from inclement weather.
- C. Gasoline powered carts must not be stored inside a building unless given authorization by UK Fire Marshal's Office.

XI. Registration

Register all University carts with the General Accounting Plant Assets Department per [UK Business Procedure E-12-1](#). Find additional information on the Plant Assets Home Page (www.uky.edu/EVPFA/Controller/plant.htm).

XII. Training

- A. To ensure employees understand this policy, those authorized to drive carts must receive training prior to cart usage. Occupational Health and Safety or its designee offers cart training. Obtain copies of training records from the EHS training database.

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- B. Each department must maintain a record of all individual training, including:
1. Subject of training
 2. Date of training
 3. Name of individual trained
 4. Name of supervisor or Occupational Health and Safety person and/or designee providing the training

Additional Information:

Direct questions regarding the policy or compliance to one of the following:

Risk Management
306 Peterson Service Building
Lexington, KY 40506-0005
Telephone: (859) 257-3708
Fax: (859) 257-1050

Occupational Health and Safety
252 East Maxwell Street
Lexington, KY 40506-0314
Telephone: (859) 257-3862
Fax: (859) 257-8787

University Fire Marshal
252 East Maxwell Street
Lexington, KY 40506-0314
Telephone: (859) 257-8790
Fax: (859) 257-8787

Appendix A

Kentucky Occupational Safety and Health Standard

803 KAR 2:015. General industry standards.

RELATES TO: KRS Chapter 338

STATUTORY AUTHORITY: KRS Chapter 13A

NECESSITY, FUNCTION, AND CONFORMITY: KRS 338.051 and 338.061 authorize the Kentucky Occupational Safety and Health Standards Board to adopt and promulgate occupational safety and health rules, administrative regulations, and standards. Consistent with this authority the following administrative regulations contain those standards to be enforced by the Office of Occupational Safety and Health. The Occupational Safety and Health Standards Board hereby adopts the following administrative regulations applicable to general industry. Necessary for effective enforcement of the purposes and policies of the Occupational Safety and Health Act which is to insure so far as is possible, safe and healthful working conditions of Kentucky workers (KRS 338.011).

Section 1. Batteries. Changing and charging storage batteries (for automotive-type battery charging installations, in-vehicle charging of batteries, and battery jump starting of vehicles).

- (1) Facilities must be provided for flushing electrolyte from the eyes and skin with water when changing or charging storage batteries. An adequate water supply must be within twenty-five (25) feet of the work area.
- (2) No battery must be charged or discharged within a closed or unvented container. The batteries must be charged:
 - (a) In the open; or
 - (b) In a mechanically-ventilated space; or
 - (c) In a space providing at least twenty (20) cubic feet per ampere of charging capacity.
- (3) A face shield or goggles must be provided and available at each charging unit. The use of the face shield or goggles must be required for connection and disconnection of vehicle or charger leads to the battery terminals and for the addition or pouring of electrolyte.
- (4) Employees must wear face shields or goggles during installation and removal of batteries from vehicles, while connecting and disconnecting battery charger or jumper cable leads, and while handling electrolyte.
 - (5) Employees must be instructed to:
 - (a) Turn off the battery charger to connect or disconnect the battery;
 - (b) Wash acid spills immediately; and
 - (c) Flush electrolyte from eyes and skin with water for ten (10) minutes.