Purpose: This policy sets forth University expectations and requirements for individuals approved to operate a golf cart/utility vehicle on University properties. It is also intended to help protect faculty, staff, students and visitors on our campus who may come in contact with these vehicles during operation. This policy is applicable to all golf cart/utility vehicles operated on University property.

Definition: Golf carts include 4-wheeled golf carts, club carts, utility vehicles, all terrain vehicles (ATV’s) and gators. They will be referred to as “vehicles” within the policy. Vehicles are defined as a 4-wheeled motorized (gas or electric) small vehicle designed to use on a worksite, to carry small loads, transport people and their equipment.

Authorized Operators: Vehicle operators must be at least 16 years old and possess a valid U. S. driver license for the state of residence. Only approved University employees and work study students who meet the requirements outlined in this policy will be authorized to operate these vehicles on University property. Departments who use contractors on University property are responsible to ensure the requirements of this policy are complied with. A privately owned vehicle (PMV) is not authorized for use on University property. Exceptions: Departments, employees, students or student groups granted special authorization to operate a PMV vehicle by the University, or under the Americans with Disability Act (ADA). A contractor or vendor PMV vehicle approved for use by the Facilities Planning & Management Department. Please review Attachment Two regarding Accidents/Incidents Involving Privately-Owned Vehicles.

Department Responsibilities: University departments using these vehicles will be responsible to oversee vehicle operation by employees and work study students. This is to ensure operation requirements outlined in this policy are enforced and that initial and refresher training is completed. Failure to comply with any part of this policy may result in disciplinary action or forfeiture of driving privilege for these vehicles. Each department that requires the use of these vehicles by their employees or work study students to fulfill duties will need to do the following:

- Have the employee or work study student review the policy posted on the Environmental Health & Safety (EH&S) webpage, www.ehs.wustl.edu, listed in Resources Directory under policies or www.insurance.wustl.edu or http://facilities.wustl.edu, go to Resources then Fire Lane Access.
- Have the employee or work study student complete on-line training as soon as possible but within 30 days of hire. Training can be found at www.ehs.wustl.edu. Go to Resources Directory, Training, Specialized Training.
- Send EH&S, a list of names (no nicknames) of employees or work study students who need the training at least two weeks prior to use of the golf cart. This can be done by E-mail at ehs@wustl.edu or, through campus mail to Campus Box 1010. EH&S will then send an email with attached instruction on how to take the training. Refresher training will be required every three years. It is recommended each department maintain a golf cart/utility vehicle training record so they know when the three year refresher training is needed. Occupational Safety will also maintain a training record.
- If a department plans to allow the employee or work study student to operate a vehicle on the inner campus fire lanes of the Danforth campus they must have their employees and work study students complete and sign the appropriate Fire Lane Rules and Operators Guide to enter/exit the WUSTL Fire Lanes. Guides can be found at http://facilities.wustl.edu/Pages/default.aspx. Go to Resources then Fire Lane Access. These forms are also available in the Millbrook Building, Customer Services Representatives office or in Green Hall card access. The appropriate form must be signed and turned into Facilities Planning & Management. Also, by signing the form employees or work study students verify that they have read and understand the Fire Lane Rules and Operations Guide to enter/exit the WUSTL fire lanes.
If a department has contractors or vendors who will need access to the inner campus fire lanes on the Danforth Campus they are responsible to notify the contractor or vendor to have their operators read, understand and sign the Fire Lane Rules and Operations Guide to enter/exit the WUSTL fire lanes. The Fire Lane and Operation Form must be signed and turned into Facilities Planning & Management. Also, by signing the form contractor employees and vendors verify that they have read and understand the Fire Lane Rules and Operations Guide to enter/exit the WUSTL fire lanes.

University departments who own their vehicles should permanently label the carts in some visible manner with the department name to identify the vehicle.

University departments that rent or lease these vehicles should place a temporary sign or plaque on the vehicle with the department name to identify the department using the vehicle.

The department is responsible to ensure refueling or recharging of these vehicles is completed only at locations designated for such use and in accordance with the Manufacturer’s recommended guideline.

The department is responsible to ensure any maintenance performed on golf carts will be performed according to the Manufacturer’s recommendations or by contracted professional mechanics.

Contact the University Insurance department at 935-5561 to see if a release or an indemnification form needs to be signed.

Contact the University Transportation Department at 935-5601 if special parking is required.

I. Operators are responsible for the following:

- Possess a valid U. S. driver license for state of residence and is at least 16 years old.
- Review this policy.
- Complete necessary training.
- Assume the duty of obeying all motor vehicle laws, inspecting the vehicles and following the policies and procedures outlined in this policy.
- Allow pedestrians the right-of-way at all crosswalks, walkways and inner campus roadways.
- Use safe driving techniques.
- Use seat belts if provided in vehicle.
- Take the most direct route to and from their destinations.
- Obey all local traffic ordinances and codes for street operation. These vehicles are allowed to be driven on campus roadways like Wallace, Shepley and Olympia Way, but they are not permitted on city streets like Big Bend, Forsyth or Forest Park. If you need to cross a street, it is recommended that movement be done at a control intersection or walkway.
- Use vehicles equipped with a horn, headlights, tail lights, and brake lights after dark. Use over the cab flashers and turn signals if the vehicle is equipped with these features.
- Do not exceed the passenger limit or load capacity designated by the vehicles manufacturer. Allow passengers only in those areas designed for passenger use. Ensure that all occupants in the vehicle keep hands, arms, legs and feet within the confines of the vehicle at all times when it is in motion.
- Do not operate the vehicle in a manner that may endanger passengers or others.
- Do not operate the vehicle in a manner that may damage Washington University property (e.g., no driving on landscaped areas). Exceptions: Athletic, Grounds Care and Facilities vehicles are permitted to be used off hard surfaces in the grass areas if necessary, as are Police vehicles responding to a call or emergency situation.
- Vehicles will not be parked under arches of buildings or on the Southwest, North and South patios of the Danforth University Center.
- Never operate a vehicle while impaired in any manner, including by alcohol, illegal drugs, prescription or over-the-counter medication, illness, fatigue or injury.
- Never place the vehicle in motion when using a walkman, ipod, cell phone or work radio.
- Never overload the vehicle. Loads must be properly distributed and loaded in such a manner that the operator has clear vision. Loads must be secured to prevent shifting, overturning and falling off the vehicle and flagged as necessary due to load length.
Only authorized users may operate a vehicle.

Never exceed 15 mph on University property (streets/roads) and reduce speed on inner and outer campus walkways, pedestrian areas and parking lots to 5 mph.

No golf carts will be allowed in garages with gates like the Danforth University Center except Facilities and University Police Department golf carts. Even then the gate attendant may need to activate the gate as the vehicle will not.

Obey the appropriate Fire Lane Rules and Operators Guide to enter/exit the WUSTL Fire Lanes.

Do not block entrances to buildings, stairways, disability ramps, main thoroughfares or fire lanes.

Place vehicle control lever in the park or neutral position, remove and secure key and set the parking brake when the vehicle is not in use. Properly secure the vehicle when not in use. Use "reasonable care" to secure the vehicle when not in use. Vehicle security for overnight/weekend parking shall be such that it lessens the opportunity for "joyriding". It is recommended the vehicle be chained or secured using locks, clubs, wheel clamps, or a cart pedal to steering wheel lock or brake pedal lock.

II Vehicle Incidents:

- If you are involved in a vehicle incident you should:
  - Stop immediately.
  - Do not leave the scene.
  - Protect the scene.
  - Report the incident.
  - On the Danforth Campus immediately report an incident involving injury or property damage to the Washington University Police Department, 935-5555, Insurance Department, 935-5561, and your supervisor. An injured person will complete a Washington University Injury and Illness Form. Immediately call local authorities to report an accident that occurs off campus.
  - On the Medical School Campus immediately report an incident involving injury or property damage to the Washington University Police Department, at 2-Help (362-4357), Insurance Department, 935-5561, and your supervisor. Any injured will complete a Washington University Injury and Illness Form as necessary. Immediately call local authorities to report an accident that occurs off campus.

III. Inspection:

University owned vehicles shall be inspected at least once a week to ensure the vehicle is not in need of repair, maintenance, or is unsafe to operate. We recommend you post Attachment One, Golf Cart Weekly Inspection Form, on the vehicles as a reference for items that should be inspected.
Attachment One

Washington University in St. Louis
Golf Cart/Utility Vehicle Weekly Inspection Form

Items recommended for inspection weekly are shown below. We recommend you print and post this checklist on the vehicle where it is readily visible for use. Any condition found during the inspection making the vehicle unsafe to operation will be reported immediately and corrected prior to operation. Vehicles will not be operated with any defect that would prevent safe operation. Maintain a copy of completed inspections for one year.

1. Appropriate fluid levels if appropriate.
2. Tire inflation and tread wear.
3. Lights, reflectors and mirrors if installed.
4. Horn, windshield wipers and gauges.
5. Foot and hand breaks.

Attachment Two

Washington University in St. Louis
Accidents/Incidents Involving Privately-Owned Vehicles, Golf Cart/Utility Vehicle

All privately-owned golf cart/utility vehicles must be insured under their own policy before operating on the Washington University campus. As golf carts are not automatically covered under automobile or homeowners policies, you must check with your agent to insure your vehicle is insured.

WASHINGTON UNIVERSITY WILL NOT PROVIDE ANY COVERAGE FOR DAMAGES TO, OR DAMAGES CAUSED BY A PRIVATELY-OWNED VEHICLE.

All accidents on the Washington University campus should be reported to the WUPD at 935-5555.