



Policy Number 400.1 - Utility Golf Cart Policy

Responsible Official: Associate Vice President of
Facilities Management, Planning and Construction

Responsible Office: Facilities Management,
Planning and Construction

Policy Purpose

The purpose of this policy is to establish proper safety procedures for the operation and safe use of utility golf carts (UGC's) by ETSU students, faculty, and staff to promote and maintain a safe campus environment.

Policy Statement

The Facilities Management department is responsible for the maintenance and use of utility golf carts to be used by ETSU students, faculty, and staff. All members of the university community operating utility golf carts on property under the jurisdiction of ETSU, including students, faculty, and staff are covered under this policy.

Definitions

Policy History

Effective Date: February 15th, 2018

Revision Date:

Procedure (s)

How to Reserve and Return the Utility Golf Cart

The university has a six (6) passenger golf cart that is available for reservation by university employees. The procedure to reserve the UGC is as follows:

- I. On the ETSU website, go to <https://www.etsu.edu/facilities/forms.php> and download the Utility Golf Cart Request form. Complete the form, including all necessary signatures, and email to hilltb@etsu.edu.
- II. After your request form has been approved, pick up the golf cart keys from the receptionist in Facilities Management, located at 1380 Jack Vest Drive (Wilbur Bond Building).
- III. When finished using the UGC, please return the vehicle, checking it back in with the Facilities Management receptionist. The receptionist will use the checklist found in Appendix B to conduct the check-in inspection.

Operator Requirements

- I. Only ETSU employees may be authorized to operate a golf cart for official business. Authorization to use a state utility golf cart shall be limited to official use within the scope of employment of the employee.
 - a. GA's (Graduate Assistants) are permitted to operate utility golf carts, BUT they must be currently employed with an ETSU department and will be verified with Human Resources.
 - b. The below are **NOT** permitted to operate UGC's.
 1. APS (Academic Performance Scholarship students)
 2. FWS (Federal Work Study students)
 3. RWSP (Regular Student Work Program students)
- II. All employees must have a valid driver's license prior to being authorized to operate a UGC.
- III. UGC operators must be at least 18 years of age.
- IV. UGC's may only be driven on paved pathways, and parking areas. Operators must make reasonable efforts to keep carts off the grass.
- V. UGC operators must keep a proper lookout for pedestrian traffic, bicycles, other vehicles, and fixed objects. Pedestrians have the right-of-way on all pedestrian ways. Operators must be cautious, courteous, and yield to all other traffic at all times.
- VI. UGC's operated after dark shall be equipped with working head and tail lights.
- VII. All UGC occupants must be seated and keep all limbs inside the UGC at all times.
- VIII. If the UGC is equipped with seat belts, the operator and passengers are required to wear them.
- IX. UGC's are not to be overloaded by carrying more passengers than seating provided or overloading the UGC's recommended carrying or load capacity.
- X. UGC operators and passengers cannot wear headsets, earphones, or use cell phones while traveling in the UGC.
- XI. UGC operators are responsible for the ignition keys for the period of time in which they are in the vehicle. Keys shall not be left in the UGC. The parking brake must be set when leaving a UGC parked.
- XII. Any accident or incident involving a UGC shall immediately be reported to Public Safety and the Facilities Management Department.
- XIII. Passengers in utility golf carts shall be limited to the following:
 - a. employees of the institution when within the scope of employment;
 - b. students of the institution engaged in institutional or school sponsored activities; and
 - c. other persons when it is necessary for them to accompany an employee on official business or as guests of the institution.

Procedure History

Effective Date: February 15th, 2018

Revision Date:

Related Form(s)

Utility Golf Cart Request Form – Appendix A
Utility Golf Cart Inspection Checklist – Appendix B

Scope and Applicability

This policy applies to all ETSU staff and students.

Check those that apply to this policy and identify proposed sub-category.

| | | |
|---|---------------------------------|--|
| | Governance | |
| | Academic | |
| X | Students | |
| | Employment | |
| | Information Technology | |
| X | Environmental Health and Safety | |
| | Business and Finance | |
| X | Facilities and Operations | |
| | Communications & Marketing | |
| | Advancement | |



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Utility Golf Cart Request Form

Please review the Utility Golf Cart Policy which can be found at http://www.etsu.edu/facilities/policies/php for requirements regarding operation and safe use of UGC's.

Reservation Request:

Driver's Name: _____ Email: _____
Department: _____ Purpose of Travel: _____
Vehicle Pick Up Date: _____ Date: _____
Pick Up Time: _____ Return Date: _____
Time: _____

- Form requires three (3) signatures.
You may fax this completed form to 439-7670, mail to P.O. Box 70653, or scan & email to hilltb@etsu.edu.
An e-mail will be sent to the ETSU global address of the driver to confirm the vehicle reservation. If you do not receive a confirmation email, please contact Tom Hill at 439-6028 to verify they have received your request.
The Office of Facilities Management is open Monday thru Friday from 8:00 AM to 4:30 PM. Direct line is 423-439-6028.
Damage Fee - If the UGC is returned with damage, the department who reserved the vehicle will be responsible for the cost of all repairs. I have read and will abide by the requirements contained in the UGC Policy.

Driver _____ Date _____

Supervisor _____ Date _____

Approval by Department Head/Chair _____ Date _____

Facilities Management Review

Approved by: _____ Date: _____

