



EAST TENNESSEE STATE
UNIVERSITY

Utility Cart Safe Operation

Policy Name: Utility Cart Safe Operation

Policy Purpose

This policy specifies standards for the safe use and operation of all Utility Carts (UC) owned and operated by any East Tennessee State University (ETSU) department or unit on any ETSU campus or premises.

Applicability

This policy applies to all ETSU faculty, staff, students, visitors, third party vendors, etc., and applies to Utility Carts owned and operated by any ETSU department or unit on any ETSU campus or premises. This policy covers all types and makes of unlicensed off- road vehicles: three (3), four (4), or six (6) wheel vehicles, electric or gas powered, or alternative fuel vehicles, used for transportation of people, equipment, products, etc., on campus or for grounds or facilities maintenance purposes.

Responsible Official, Office, and Interpretation

The Associate Vice President for Facilities Management is responsible for the review and revision of this policy. For questions about this policy, please contact the Facilities Management office. The Chief Operating Officer, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Utility Cart

Any ETSU-owned or leased self-propelled, unlicensed (unregistered) off-road vehicle operated on the campus including golf carts.

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1. Utility Cart Safe Operation Requirements.

- 1.1. ETSU full and part-time employees and students and approved volunteers possessing a valid driver's license from any state are authorized to operate a Utility Cart for official university business.
- 1.2. Utility Cart operators must be at least 18 years of age and have their driver's license on their person.
- 1.3. Utility Carts may only be driven on paved pathways and parking areas, or other areas specifically approved or designated by an ETSU department or unit (e.g., athletic fields, campus recreation). Operators must make reasonable efforts to keep carts off the grass except when necessary for campus events, maintenance, when serving a person with a disability, or in case of emergencies. Departments will be held accountable for damage caused by their Utility Cart to university greenspaces.
- 1.4. Except for transporting ETSU community members with disabilities, and when necessary for campus events, maintenance, or emergencies, the use of Utility Carts by ETSU faculty, staff, students, vendors, volunteers, and contractors is prohibited within the University Commons, the Campus Center Quadrangle, the Culp Amphitheater, and their associated greenspaces without prior approval from Facilities Management. See, [Policy on Vehicle Usage and Staking In University Commons and Associated Greenspaces](#).
- 1.5. Utility Cart 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
- 1.6. All Utility Carts operated after dark shall be equipped with working head and tail lights.
- 1.7. All Utility Cart occupants must be seated and keep all limbs inside the vehicle at all times.
- 1.8. If the Utility Cart is equipped with seat belts, the operator and passengers are required to wear them.
- 1.9. Utility Carts are not to be overloaded by carrying more passengers than seating is provided for or by overloading the UC's recommended carrying or load capacity.

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- 1.10. Drivers may not use hand held electronic devices while operating a Utility Cart, or utilize devices that impede hearing (e.g., Air Pods, stereo headsets, earplugs, etc.).
- 1.11. Drivers may not operate a Utility Cart while under the influence of drugs or alcohol.
- 1.12. Utility Cart operators are responsible for the ignition keys for the period of time in which they are in possession of the vehicle. Keys shall not be left in the Utility Cart. The parking brake must be set when leaving a Utility Cart parked.
- 1.13. Any accident or incident involving a Utility Cart shall immediately be reported to ETSU Police Department/Public Safety at 439-4480.
- 1.14. Passengers in Utility Cart shall be limited to faculty, staff, employees, students, volunteers, and guests of the University.
- 1.15. If operated on a city street, knowledge of and compliance with applicable City of Johnson City laws, rules, regulations and policies regarding use are the responsibility of the driver; noncompliance may result in citation and/or suspension of user privileges.
- 1.16. To ensure the familiarity and knowledge of Utility Cart safety, it is recommended that all operators take the ETSU online training module at [Talent LMS](#).
- 1.17. Each Department shall be responsible for disseminating this policy, verifying volunteer status and operator requirements, training all operators of Utility Carts on the above rules and safe use of UCs, and insuring that appropriate corrective actions are taken when violations of this policy are reported. Employee violations are considered job performance issues and disciplinary action may be taken. Misuse of university Utility Carts by ETSU students may result in disciplinary actions pursuant to the [ETSU General Policy on Student Conduct and Disciplinary Sanctions](#).
- 1.18. ETSU Departments are encouraged to share Utility Carts. For those departments without UCs Facilities Management has two (2) UCs that are available for reservation for official university business. The procedure is described below.

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Procedures

1. Reserving a Facilities Management Utility Cart

Facilities Management has two (2) golf carts that are available for utilization by ETSU departments and employees. The procedure to reserve a golf cart can be found here:

[Utility Cart Request Form](#)

Any accident or incident involving a Facilities Management Utility Cart shall immediately be reported to ETSU Police Department/Public Safety at 439-4480 and Facilities Management at 439-7900.

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Applicable Forms and Websites

[Utility Golf Cart Request Form](#)

ETSU online training module at [Talent LMS](#).

Authority and Revisions

Authority: TCA § 49-8-203, et seq.

Previous Policy: Facilities Management Policy Number 400.1: Utility Golf cart Policy

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.