



## **Golf Cart and Low Speed Vehicle Program**

Last Updated: January, 2011

Includes:

- Rollins College Golf Cart and Low Speed Vehicle Policy
- Florida State Law regarding Golf Carts and LSV's
- Forms and Training Documentation

*Environmental Health and Safety Department*

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# **Golf Cart and Low Speed Vehicle Policy**

## **I. PURPOSE**

The purpose of this policy is to define the rules and regulations that will govern the use and operation of golf carts and low speed vehicles (LSV's) on campus grounds.

## **II. POLICY**

It is the policy of the College to foster a working environment that is safe and free from hazards. As with any other transportation vehicle, golf carts and low speed vehicles which are used either regularly or occasionally by several departments on campus must be operated in such a way as to safeguard employees, students, and visitors from potential risks. It is further the policy of the College to allow operation of golf carts and low speed vehicles only in accordance with Florida law (See Appendix A) and the ordinances of the City of Winter Park.

## **III. APPLICATION**

This policy applies to all Rollins College employees who operate or ride in golf carts and low speed vehicles during working hours.

## **IV. EFFECTIVE DATE**

This policy is effective upon receipt and supersedes all prior issued policies.

## **V. RULES AND REGULATIONS**

The following rules and regulations will apply:

- A. Obey all traffic regulations. Do not drive at excessive speeds. Observe all stop signs. Slow down for speed bumps. Keep arms and legs inside cart when vehicle is moving.
- B. "Governors" are devices installed on vehicles to control speed; as such, they may not be removed.
- C. Yield the right of way to cars and pedestrians regardless of whether a posted traffic sign is visible.
- D. Only persons authorized by a department supervisor may operate golf carts and LSV's.
- E. Golf carts are prohibited from driving on sidewalks. The only exceptions to this are if the driver is responding to an emergency or if the driver is performing a service-related function and there is no other means of access.

If a golf cart is driven on a sidewalk for one of these reasons, it must maintain a speed similar to a quick walking pace and yield to all pedestrians. LSV's are not permitted to drive on sidewalks unless specifically delivering items that are cumbersome to a location inaccessible by any other means.

- F. The number of occupants is limited to two, a driver and one passenger unless the vehicle is designed for additional persons. Riders must remain seated. No riding on backs, fronts, or sides of vehicles is permitted.
- G. Do not drive across over curbs. Use regular access.
- H. Reduce speed when negotiating corners, particularly blind corners.
- I. Never drive carts off campus or on public streets.
- J. Report all accidents immediately to supervisor and to the Security Department. In cases of emergency, seek immediate assistance and report to the Security Department as soon as practicable.
- K. Do not chain carts to trees.
- L. Do not block entrances/exits to buildings, stairways, or disability ramps.
- M. Drivers of both golf carts and LSV's must possess a valid driver's license and have it on their person while operating the vehicle.

#### **VI. Directors and Department Heads Responsibility:**

- A. Shall be responsible for assuring that all individuals in their department operating golf carts receive a copy of this policy.
- B. Shall be responsible for ensuring that all individuals in their department comply and meet the requirements of the Golf Cart and LSV's Safety Policy.
- C. Shall ensure that each golf cart/LSV used by their department is scheduled for, and receives annual preventative maintenance.
- D. Shall ensure that each golf cart or LSV in their department is operational and complies with Section VIII of this document.

#### **VII. Required Equipment and Markings**

- **NOTE: Golf Carts will be limited to the EZ-GO and Club Car manufacturers for ease of maintenance.**
- Golf Cart (Electric or Gas Cart whose top speed is 20 mph or less)

- Daytime (sunrise to sunset) use—must have:
  - Efficient Brakes
  - Reliable Steering Apparatus
  - Safe Tires
  - A Rearview Mirror
  - Red Reflectorized Warning Devices both Front and Rear
- Nighttime (sunset to sunrise) use—must have all of the above plus:
  - Headlights
  - Brake Lights
  - Turn Signal Lights
  - Windshield
- Low Speed Vehicle (Electric Vehicle whose top speed is between 21 and 26 mph)
  - Day or night use must be insured and licensed and have:
    - Headlights
    - Brake Lights
    - Turn Signal Lights
    - Tail Lights
    - Reflex Reflectors
    - Parking Brake
    - Rear-view Mirror
    - Windshield
    - Seat belts
    - Vehicle Identification Number
- Both Golf Carts and LSV's, after meeting the above requirements must also have:
  - Rollins Identification (See Rollins Style Guide for Graphics Parameters)
    - Official College Seal Decal on Both Sides
    - Department ID and Cart Number—e.g. FM-23, SEC-2, FS-4
      - See Attached Department/Numbering Schedule
    - Flashing Yellow Strobe Light mounted on Vehicle Top
    - Green golf carts will be limited to Facilities Management.

### **VIII. Golf Cart and Low Speed Vehicle Requisition and Maintenance**

- \* The purchase of additional and replacement golf carts must be approved via the golf cart requisition form (see Rollins Purchasing Department web site) prior to order placement. Approvals will include the department VP .

- \* Upon approval of the golf cart/low speed vehicle requisition form, the department will contact the Purchasing department. Purchasing will obtain bids and place the order.
- \* Upon delivery, Facilities will number and tag the golf cart prior to deployment.
- \* All maintenance and repair of golf carts will be handled by Facilities Management. Maintenance and repair requests MUST be sent via a Facilities Management work order.

Requests for exceptions should be noted on the golf cart requisition form.

### **IX. Do's and Don'ts List for Safe Operation of Golf Carts**

1. Do drive safely. Don't speed.
2. Do observe all posted traffic signs. Don't run stop signs.
3. Do watch out for pedestrians and remember that pedestrians have the right of way.
4. Do report all accidents immediately to your supervisor and to the Campus Security Department (x-2999.)
5. Do limit the number of persons in golf cart to two including driver unless the vehicle is designed for additional persons. Don't allow riding on back or sides of cart.
6. Do remain seated when vehicle is moving. Keep arms/legs inside vehicle when it is moving.
7. Don't take cart onto public streets or off campus.
8. Do reduce speed when negotiating corners and on steep slopes.
9. Do slow down for speed bumps. Don't tamper with the governor, which has been installed on the vehicle.

**See FL Statutes Title XXIII, Chap. 316 regarding related State laws.**

### **X. Questions Concerning this Policy**

Questions concerning this policy should be addressed to the Environmental Health and Safety Department.

ROLLINS COLLEGE  
GOLF CART/LOW SPEED VEHICLE OPERATION ORIENTATION PROGRAM

I have reviewed the Rollins College policy for the safe usage of golf carts and/or low speed vehicles as applicable, reviewed all training materials, and have been instructed by my supervisor on the proper operating procedures for the cart which I will be using in my work area.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**A completed copy of this document must be provided to the  
Environmental Health and Safety department to be kept on file.**