

# **CPTC Procedure: Golf Cart and Utility Vehicle Use**

Coastal Pines Technical College (CPTC) provides golf carts and utility vehicles (hereafter golf carts) to employees in order for the employees to perform their duties more efficiently. Golf carts are used to transport equipment and people, perform campus maintenance activities, deliver mail, patrol campus grounds, and other duties as deemed necessary.

Golf carts owned by CPTC may only be used for official college business and may only be driven by employees and student employees of CPTC. Knowledge of and compliance with applicable state laws, rules and regulations, and policies are the responsibility of the driver. Noncompliance may result in suspension of user privileges and disciplinary action, up to and including termination of employment.

## **Specifications**

Golf carts owned by CPTC:

- must have the name of the College prominently displayed on the vehicle.
- must have the appropriate functioning lights, if operated after dark.
- will not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.

## **Training**

CPTC Department Supervisors:

- will ensure that employees in their division/department who operate golf carts are properly advised of this procedure.
- shall provide individual, hands-on training prior to permitting employees to operate a golf cart. The purpose of the training is to familiarize employees with aspects of the vehicle and is not meant to take the place of general safety training provided by the College.

## **Campus Police**

Campus Police/Security officers making their last surveillance rounds at night will ensure that all golf carts are placed in a secured area on the various campuses of the College.

Golf cart custodians of record by inventory documentation (hereafter owners):

- are responsible for ensuring that golf carts are properly stored and secured each day.

## **Operation**

Golf cart drivers must:

- be eighteen (18) years of age or older.
- be a CPTC employee.

Golf cart drivers/owners are charged to:

- operate golf carts within the confines of College's property only.
- avoid driving on grassy areas when possible.
- require passengers to sit in seats designed for such use and refuse transportation to those on the bed, back, or sides of golf carts.
- consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate golf carts, while operating or considering operation.

- refrain from using or wearing devices that impede hearing, sight, and concentration while driving golf carts.
- operate golf carts with the utmost courtesy, care and consideration for the safety of pedestrians, giving them the right-of-way at all times.
- stop at all "blind intersections" and then proceed with caution.
- pay particular attention to the needs of disabled persons, as limitations in vision, hearing, or mobility may impair their ability to see, hear, or move out of the path of vehicles.
- operate golf carts at speeds as safety/environment demand, but at no greater than 15mph.
- park golf carts in a safe area that does not block a fire lane, a DMV disabled parking space, an entrance to a building, or a walkway that constitutes a pedestrian travel route.
- secure golf carts by removing the key from the ignition and keeping it in their possession any time the vehicle is unattended.

### **Maintenance**

Each driver/operator/owner is responsible for providing timely notification of safety and maintenance concerns. Safety concerns should be reported to the appropriate departmental supervisor.

The departmental supervisor will be responsible for seeing to the timely repair of such concerns. If the golf cart is rendered unsafe, by any employee operator, the vehicle will be taken out of service until repairs are completed. The Employee or employee's direct supervisor submits Maintenance Request in CPTC Ticket System.

The department of ownership is responsible for the cost of maintenance of golf carts.

### **Accidents**

Accidents involving a golf cart will be reported immediately to Campus Police and to the operator's supervisor, regardless of whether property damage or personal injury occurred. Details of the accident should be reported to the Director of Accounting for proper reporting to DOAS. In case of employee personal injury, a worker's compensation claim must be filed with Human Resources Coordinator within twenty-four hours of the accident.

### **Responsibility**

The Vice President for Administrative Services has the overall responsibility for ensuring this Procedure is implemented.

**Adopted:** May 8, 2014

**Revised:** November 14, 2023