TEXAS A&M INTERNATIONAL UNIVERSITY

ENVIRONMENTAL HEALTH & SAFETY

GOLF CART/UTILITY VEHICLE TRAINING GUIDE

Date of Preparation: 06/01/2011
Last Update: 08/03/2017
I. PURPOSE

The purpose of this training guide is to ensure that golf cart/utility vehicle operators will be able to: (1) identify the hazards that exist when operating a golf cart/utility vehicle (2) to prevent unnecessary damage or injuries that result from their misuse, (3) to identify the vehicle dynamics related to specific vehicle types and to identify laws pertaining to operation on roadways.

II. TRAINING OUTLINE

Driver Requirements
- Be at least 18 years of age
- Possess a valid driver’s license
- Be a TAMIU faculty, staff or student employee
- Be authorized by their supervisor to operate a University cart
- Attend and complete the Golf Cart/Utility Vehicle Training offered through Environmental Health & Safety within the last three (3) years

Introduction to controls and their functions
- Key Switch- enables you to switch the cart on/off
- Forward-Neutral-Reverse (FNR) Lever- allows you to select the direction of travel
- Accelerator Pedal- starts/stops the motor when depressed/released (electric only)
- Brake Pedal- stops the golf cart/utility vehicle when depressed. May lock in place to act as parking brake on some golf cart/utility vehicle/utility vehicles
- Parking Brake- Locks brakes on the golf cart/utility vehicle
- Horn- Used to get the attention of other drivers or as a warning
- Lights- Headlights and strobe on

Before Starting
- Check for adequate tire inflation, can be conducted with a visual inspection
- Inspect for fluid leaks, can be conducted with a visual inspection
- Make sure that everything is properly secured and stored

Starting the golf cart/utility vehicle
- Make sure that the parking brake is on
- Make sure that the F-N-R lever is in the neutral position
- Put the key in the ignition and turn to the “ON” position
- Put the F-N-R lever in the desired direction
- Release the parking break
- Depress the accelerator to drive the golf cart/utility vehicle

Driving the Vehicle
- Pedestrians always have the right of way
- Elderly and handicapped individuals have priority in riding golf cart/utility vehicle. Escort services are provided by TAMIU Police Department.
• Be cautious when children are around the golf cart/utility vehicle
• Always look behind the vehicle before backing up
• Keep all parts of the anatomy in the vehicle until it comes to a complete stop
• Drive the vehicle only as fast as conditions allow
• Avoid sprinkler heads
• Slow down before turns. All turns shall be executed at reduced speeds
• Approach sharp turns, blind corners, and other potentially hazardous areas with caution. Avoid going over or hitting curbs
• Avoid areas with wet or loose terrain
• Avoid traveling over steep grades
• Remain seated and hold on while vehicle is in motion

Leaving the Vehicle Unattended
• Engage the parking brake
• Put the F-N-R lever in the neutral position
• Turn the key to the “OFF” position, remove it and take it with you
• Many of the golf cart/utility vehicles have common keys – do not use a cart that has not been assigned to you or that does not belong to your department

Liability Acknowledgement
• Before successfully completing the golf cart/utility vehicle training course, all drivers will be required to sign an acknowledgement form stating that they will be liable for any damage caused to the golf cart/utility vehicles due to their personal misuse.

III. OVERVIEW OF LAWS

Laws pertaining to operation
• Follow all State and local vehicle laws when operating on the roadways
• May only operate on roads within property limits of the University
• Must display slow moving vehicle placards or emblem
• Only operated on roads with speed limits of 35 MPH or less
• Operator must be an employee of University on official business
• Required to report IMMEDIATELY to LAW ENFORCEMENT any accidents, property damage, or injuries resulting from the operation of the golf cart/utility vehicle
• Secure the golf cart/utility vehicle when parked
• Operator subject to Criminal, Civil, and Administrative sanctions for failure to comply with laws, rules and regulations

Other Considerations
• Safely cross roadways
• Avoid high traffic (vehicle & pedestrian) areas
• Secure vehicle when not in use to avoid theft, damage or misuse
• Operator responsible to make sure vehicle is in safe working order before each use
• Operator responsible for reporting mechanical or equipment defects in a timely fashion
• Exercise extreme caution when using vehicle
• Be aware of surroundings and potential hazards
• Use vehicle only as prescribed

The Texas Transportation Code permits the use of golf cart/utility vehicles on the University campus within certain limitations. The University requires that the following procedures are followed when operating golf cart/utility vehicles on campus:

• Carts must have no more than 25 horsepower
• Carts must be equipped with a "slow moving vehicle" placard on an arterial street. TAMIU also requires an orange-lensed rotating electric beacon and/or strobe lights affixed at the top.
• Carts may only be operated on the road during the time between sunrise and sunset, unless equipped for operation on the highway (lights); the following is suggested:
  1. Headlights to be illuminated at all times, night or day
  2. Equipped with turn signals and brake lights
  3. Equip carts with roof mounted white or yellow "strobe" light
• Carts are not to be operated on streets with posted limits higher than 35MPH
• Carts can only be operated within the confines of the campus boundaries, except during TAMIU off campus events and with approval from CEO or designee.
• Non-employees cannot operate carts
• Carts will be operated for official TAMIU business only, by a licensed driver
• Equip carts with roof and windshield to prevent road debris from striking the operator and passenger
• Require all employees assigned to carts to take the Environmental Health & Safety familiarization course on the operation of the cart to be utilized once every three years
• Primary routes should be confined to wide service drives/sidewalks; narrow walks are prohibited since a cart could force pedestrians onto the grass, placing them in harms way
• Do not drive the limo cart on University Boulevard due to the high volume of motor vehicle use and high speeds.** The history of vehicular accidents at intersections prohibits the use of carts on this street.

  **Physical Plant, Environmental Health & Safety, and emergency service (police and nurse) personnel may use carts on University Boulevard while conducting business, which requires the use of the road.
I have received training on the operation of the golf cart/utility vehicle and have a valid driver's license. I have read the golf cart/utility vehicle training guide and agree to follow all instructions as outlined in this guide.

Department________________________________________
Instructor__________________________________________ Date_______________
Operator___________________________________________ Date_______________
Driver’s License #____________________________________ Exp. Date___________
# Texas A&M International University
## Environmental Health & Safety
### Golf Cart/Utility Vehicle Driver Acknowledgment of Liability Form

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<th>TO BE COMPLETED BY THE DRIVER</th>
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<tr>
<td>Name:</td>
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<tr>
<td>Job Title:</td>
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<tr>
<td>Department:</td>
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<td>Phone:</td>
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I have read and understand the Standard Administrative Procedure for golf cart/utility vehicles. I agree to drive the cart assigned to me in accordance with the procedures and that failure to do so may result in the loss of driving privileges and/or disciplinary action. I further understand that any damage done to the cart(s) due to my own personal misuse will be charged to my department.

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<th>Driver’s Signature:</th>
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<th>TO BE COMPLETED BY THE TRAINER</th>
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I have reviewed the Standard Administrative Procedure for golf cart/utility vehicles with the person noted above. This person has demonstrated safe operation of a golf cart/utility vehicle to me and subject to the rules of the procedure is approved to drive a golf cart/utility vehicle on campus.

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