



Standard Administrative Procedure (SAP)

24.01.99.L0.10 Use of Golf Carts / Utility Vehicles

First Approved: January 2, 2014
Revised: September 12, 2017
July 28, 2022
Next Scheduled Review: July 28, 2027

Procedure Statement and Reason for Procedure

This SAP applies to the operation of all golf carts/utility carts (hereafter, carts) on the Texas A&M International University (TAMIU) campus.

The purpose of this SAP is to ensure all carts are operated safely on TAMIU property and to provide guidance to TAMIU employees for proper cart operation and required training for cart operators which will promote safe operations and provide our students, faculty, staff, and visitors a safe environment. Third-party contractors are responsible for management of all aspects of their cart program(s).

Procedures and Responsibilities

1. GENERAL
 - 1.1. TAMIU permits the use of carts by authorized employees on-campus for department or TAMIU-related business. Personal use or unauthorized use of TAMIU carts is prohibited.
 - 1.2. Only authorized TAMIU employees shall be permitted to operate TAMIU-owned carts. Contract employees, trainees, and visitors are prohibited from operating TAMIU-owned carts. Some third-party contractors, by contract, may operate leased carts owned by TAMIU.

- 1.3 A designated cart operator must:
 - 1.3.1 be at least 18 years of age.
 - 1.3.2 possess a valid driver's license.
 - 1.3.3 be a TAMIU faculty, staff, or student employee.
 - 1.3.4 be authorized by their supervisor to operate a TAMIU cart; and
 - 1.3.5 have completed the Golf Cart/Utility Vehicle Training offered through the Office of Environmental Health and Safety (EHS).

1.4 TAMIU carts may not be operated off campus without approval of the CEO or designee.

2. DEPARTMENT AND SUPERVISOR RESPONSIBILITIES

2.1 Departments are responsible for ensuring carts are parked in designated parking areas.

2.2 Carts shall be visually inspected daily prior to operation by the cart operator.

2.3 Carts must be maintained in proper working order. Department personnel must immediately remove from service any cart that is unsafe to operate until it has been repaired.

2.4 Departments must coordinate with EHS to ensure all cart operators are trained and authorized to operate the vehicle prior to use.

2.5 All carts will correctly display the assigned TAMIU markings.

2.6 Carts shall be operated for official TAMIU business only. Student or visitor use of carts for **personal use is prohibited**.

2.7 Department supervisors may implement procedures for the control of carts that are registered to their department.

3. OPERATOR REQUIREMENTS

3.1 While driving a cart, the safety of the driver and others shall be the top priority. Carts shall be operated with the utmost courtesy, care, and consideration for the safety of other vehicles and pedestrians.

3.2. All cart operators shall observe all Texas vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.

3.2.1. Cart operators are prohibited from operating a TAMIU cart on University Boulevard. Personnel from University Police Department, Student Health Services, Physical Plant, and EHS may operate a cart on University Boulevard if the circumstances make it necessary.

3.2.2. Whenever possible, carts should be driven on the outer-perimeter sidewalks of the campus, located between the campus buildings and parking lots, to minimize

inconvenience or risk of injury to pedestrians. The north-south paseo between Killam and the memorial garden should be avoided.

- 3.3. All cart operators shall familiarize themselves with the controls used to start, stop, park, accelerate, and backup the cart before operation.
- 3.4. Cart operators shall visually inspect the vehicle prior to use (at least daily). If the cart needs repair or maintenance or is not operating properly, the cart operator should park the cart in a safe location, remove the key and any valuables, and notify their supervisor immediately.
- 3.5. Cart operators shall adhere to all laws governing the operation of carts as well as TAMIU operating procedures contained in this SAP.
- 3.6. EHS will maintain documentation of cart operators successfully completing the Golf Cart/Utility Vehicle Training.
- 3.7. Cart operators are prohibited from operating a cart while under the influence of alcohol or a drug that impairs the safe operation of a TAMIU cart. Cart operators shall notify their supervisor if they believe that they are unable to operate the cart.
- 3.8. The use of any mobile device, including cellular telephones and tablets, is prohibited while operating a TAMIU cart.
- 3.9. Employees shall be responsible for ensuring the safe operations of a cart as outlined in the training program offered by EHS.

4. TRAINING

- 4.1. EHS shall be responsible for the training of all TAMIU cart operators consistent with all applicable laws, Texas A&M University System policies and regulations, as well as TAMIU rules and procedures.
- 4.2. EHS shall be responsible for maintaining documentation of cart operators successfully completing the Golf Cart/Utility Vehicle Training.
- 4.3. Golf Cart/Utility Vehicle Training shall be offered by EHS periodically or upon request by a department.

5. SANCTIONS FOR MISUSE

Depending of the magnitude of misuse, cart operators who misuse TAMIU carts will be subject to disciplinary actions, including but not limited to suspension and termination. Misuse includes but is not limited to: (1) careless operation that results in damage to the cart or injury to persons or property; (2) use of a cart contrary to the provisions of this SAP, the Golf Cart/Utility Vehicle Training, or any applicable federal or state law.

Related Statutes, Policies, Regulations, or Rules

[System Regulation 24.01.01, *Health and Safety*](#)

Contact Office

Office of Environmental Health and Safety, 956-326-2194.