



Standard Administrative Procedure (SAP)

24.01.99.L1.10 Use of Golf Carts / Utility Vehicles

First Approved: January 2, 2014
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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 and third-party contractors 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.

Procedures and Responsibilities

1. GENERAL
 - 1.1. TAMIU permits the use of carts by authorized employees whose job duties make it necessary for them to walk significant distances to move equipment that is difficult or time-consuming to move. TAMIU carts may only be used 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) within the last 3 years.

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 and registration information as required.

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 and convenience 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.
- 3.2.3 TAMIU-owned carts may not be taken off campus without prior authorization from the CEO or designee.
- 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 is in need of 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 and the [TAMIU Golf Cart/Utility Vehicle Training Guide](#).
- 3.6 Cart operators successfully completing the Golf Cart/Utility Vehicle Training shall be issued a certificate of completion by EHS. Cart operators shall provide a copy of this record to their supervisor, upon request.
- 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 consistent with the procedures outlined in the [TAMIU Golf Cart/Utility Vehicle Training Guide](#).
- 3.8. The use of any mobile device, including cellular telephones and tablets, is prohibited while operating a TAMIU cart.
- 3.9 Supervisors shall be responsible for ensuring that all cart operators adhere to the procedures that are provided in the [TAMIU Golf Cart/Utility Vehicle Training Guide](#).

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 issuing certificates of completion to 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.
- 4.4 EHS shall be the primary depository for cart training records.

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, Risk Management Programs](#)
[TAMIU Golf Cart/Utility Vehicle Training Guide](#)

Contact Office

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