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Policy

UNIVERSITY POLICY ES-08.02-08/24

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Motorized Cart Safety

RESPONSIBLE OFFICE: Environmental Health and Safety

I. Purpose:

This policy specifies safety and risk management policies and procedures related to the use of Motorized Carts on the property of the University of West Florida (the "University").

Motorized Carts assigned to the University Police Department shall operate in accordance with the internal procedures of that department. Motorized Carts assigned to and operated by the Historic Trust shall operate in accordance with the internal procedures of that Direct Support Organization. All other Motorized Carts operated on University property shall operate in accordance with this policy, including Motorized Carts operated on University property by contractors.

II. Definitions:

Authorized Driver – an employee, including a student-employee, trustee, officer, agent, contractor, or approved volunteer authorized by the University to drive a University vehicle, including Motorized Carts. Use of the vehicle must be in the course and scope of assigned duties and provide direct benefit to the University. In order to become an Authorized Driver, an individual must have a valid driver license and be at least 18 years of age. Excluding contractors, all Authorized Drivers must complete the Motorized Cart safety training provided by the Department of Environmental Health & Safety (EH&S) before driving a Motorized Cart.

Motorized Cart – a gas- or electric-motor vehicle designed and manufactured for recreational or work purposes that is not designed or used primarily for the transportation of persons or property on a street or highway. This term includes a "golf cart" and a "utility vehicle" as those terms are defined in Section 320.01, Florida Statutes.

III. Policy:

A. Purchase of Motorized Carts

University departments and units should only acquire Motorized Carts when there is a sufficient business need to justify the acquisition. All University-owned Motorized Carts

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must be registered with Parking and Transportation Services and marked with a prominent Motorized Cart identification number.

B. Maintenance

All Motorized Carts should be appropriately maintained, kept clean, and at a minimum periodically driven to ensure maximum service life and safety. All mechanical and safety features and equipment must be maintained in good working order. Any repair and/or maintenance activities should be performed by an approved vendor. Authorized Drivers are not allowed to perform repair or maintenance activities on Motorized Carts. If a Motorized Cart is no longer usable or in bad condition, Facilities Management reserves the right to place the Motorized Cart into Surplus.

Motorized Carts shall be plugged directly into a ground fault interrupter receptacle for charging. Batteries may not be charged within a building. The use of extension cords for charging Motorized Carts is prohibited.

C. Safety

1. Rear-view mirrors, brake lights, turn signals, red reflectors (front and rear), a parking brake, and a key ignition or power shutoff are required on all Motorized Carts. Motorized Carts utilized from sunset to sunrise must also include a windshield, headlights, and tail lights.

2. Keys shall not be left unattended in Motorized Carts. When not in use, keys to Motorized Carts must be stored in a secure location.

3. Each Motorized Cart must be equipped with a portable steering column locking mechanism in order to help reduce theft.

4. Occupancy is limited to the number of available seats in a given Motorized Cart. All occupants shall be seated and must keep their arms, hands, legs, and feet within the Motorized Cart when in operation.

5. Use of cell phones, smart phones, or other similar electronic devices are not allowed when operating a Motorized Cart.

6. Use of headphones, earbuds, or any device that prevents the Authorized Driver from hearing their surroundings are prohibited while operating Motorized Carts.

7. Use of any tobacco product is prohibited while on campus or within a Motorized Cart (UWF Policy SA-35, Smoke, Vapor, and Tobacco-Free Campus).

8. Motorized Carts shall not be parked in reserved parking spaces, walkways, doorways, or ADA accessible parking spaces and ramps. Motorized Carts shall not obstruct pathways for emergency vehicles.

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9. Avoid driving through buildings, breezeways, covered walkways, or landscaped areas.

10. Occupants must wear seatbelts if available while Motorized Carts are being operated.

11. Use of Motorized Carts should be avoided during inclement weather.

12. Any equipment within a Motorized Cart shall be secured and not protrude from the Motorized Cart unless properly marked with flagging.

D. Usage

1. Motorized Carts are to be used only for official University business. It is the responsibility of the department head authorizing the use of the Motorized Cart to determine that such use is official business.

2. University-owned Motorized Carts may only be operated by an Authorized Driver in accordance with all applicable laws and regulations. Any person who is required to operate a University-owned Motorized Cart as part of their job responsibilities **must notify their supervisor immediately if their license has expired or been suspended or revoked.**

3. Motorized Carts are authorized for off-street use on University grounds, sidewalks, and campus roadways.

4. Authorized Drivers must park Motorized Carts away from heavily traveled pedestrian areas or in designated parking locations. Authorized Drivers must yield to pedestrians.

5. Authorized Drivers may not block the path nor limit pedestrian access to walkways unless actively engaged in loading or unloading activities. Motorized Carts that are temporarily parked for loading or unloading should be promptly removed once loading or unloading is complete. Motorized Carts operated on campus roadways must abide by standard traffic regulations.

6. All Authorized Drivers are required to complete an annual statement reaffirming their understanding of this policy. It is the responsibility of the University department head or designee to retain these statements.

E. Accidents

1. Authorized Drivers must be trained on the proper procedures to follow in the event of an accident. A UWF Employee Report of Injury Form must be submitted to Human Resources if an employee or registered volunteer is injured.

2. University-owned Motorized Carts are insured for liability only (damage to persons and property) and not for collision damage. Personal items inside, attached to, or towed by the Motorized Cart are not insured. University departments or organizations using

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a University-owned Motorized Cart shall bear all financial responsibility for damages, repairs, or replacement of any vehicle damaged during such use if the damage is determined not to be the responsibility of another party.

F. Privately-Owned Carts

Privately-owned Motorized Carts are prohibited from operating on University property except as a properly-authorized accommodation or by a contractual agreement with the University. All such authorized Motorized Carts must comply with this policy.

G. Procedures

1. Departments

Departments or units utilizing University-owned Motorized Carts are responsible for developing and maintaining appropriate procedures in response to this policy, including:

a. Adequate control over the security of Motorized Carts;

b. Responsible for maintaining and documenting an adequate safety inspection process. An inspection form can be obtained from EH&S;

c. Adequate and cost-effective preventative maintenance programs that conform to minimum standards established by EH&S; and.

d. Ongoing verification that Authorized Drivers have a valid driver license, have completed EH&S Motorized Cart safety training, and completed an annual policy reaffirmation.

2. Environmental Health and Safety

EH&S is responsible for providing ongoing education and resources related to the safe operation of Motorized Carts as well as specific risk management and insurance issues and requirements.

3. Human Resources

Human Resources is responsible for processing and maintaining a list of approved volunteers based on documentation prepared and submitted by departments utilizing volunteers.

4. University Chief Financial Officer

The University Chief Financial Officer or designee is responsible for coordinating initial and periodic review of need analysis documentation for all vehicles.

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5. Procurement and Contracts

   The Office of Procurement and Contracts is responsible for ensuring that all Motorized Cart purchases meet the minimum standards of this policy. Further, Procurement and Contracts will ensure that any campus service or construction contracts that include vendor-owned Motorized Carts include appropriate language to comply with this policy.

6. Parking and Transportation Services

   The office of Parking and Transportation Services is responsible for maintaining a registration process for Motorized Carts, including authorized privately-owned Motorized Carts.

Approved by: DocuSigned by: Martha Saunders D54A387C376848D... Dr. Martha D. Saunders **Date:** 08/23/2024

Authority: BOG Reg. 1.001

Cross Ref.: None

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Last Review: August 2024