

**San Bernardino Valley College (SBVC)  
Golf Cart/Utility Vehicle Operational Procedures**

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# **San Bernardino Valley College (SBVC)**

## **Golf Cart/Utility Vehicle Operational Procedures**

### **1 Purpose**

The purpose of this procedure is to establish standards for the safe operation, use and procurement of Golf Cart/Utility Vehicles at San Bernardino Valley College.

### **2 Background**

Departments at SBVC provide Golf Cart/Utility Vehicles to employees so they may fulfill their job related duties. Golf Cart/Utility Vehicles are used to transport equipment and people, patrol the campus grounds, and for campus maintenance activities. This procedure establishes consistent standards regarding:

- Vehicle Operating Standards,
- Department & Driver Responsibilities,
- Operator Requirements & Standards
- Golf Cart/Utility Vehicle Condition and Standard Safety Features, and
- Accident Reporting Procedures.

Compliance with these standards will ensure the safe operation of these vehicles for the campus community; including Golf Cart/Utility Vehicle drivers, vehicle operators, and pedestrians.

### **3 College Procedure**

Golf Cart/Utility Vehicles owned and used at SBVC may only be used for official department/college business by college employees, and college approved volunteers who are associated with a college department. Golf Cart/Utility Vehicles may not be used for personal business such as unauthorized home-to-office travel or going to lunch which will be considered vehicle misuse.

Knowledge of and compliance with applicable state laws, rules, regulations and policies are the responsibility of the driver and noncompliance may result in suspension of user privileges.

### **4 What is a Golf Cart/Utility Vehicle?**

A golf cart/utility vehicle is a motorized vehicle including utility carts and other 3 or 4-wheeled vehicles that are powered by electric or internal combustion motors. Examples of manufacturers of utility cart-type vehicles include (but not limited too): Cushman, Club Car, Daihatsu, etc. This procedure does not apply to tractors, lifts, trailers or other construction and landscape machinery.

## **5 Authorized Use**

- Operation and use is on college property.
- Transporting equipment/supplies for college business.
- Transporting the injured or students with disabilities.

Authorized Personnel must have all of the following:

- Valid California drivers' license on file with district office.
- Name on Districts approved Driver's List.
- Current Proof of insurance on file with district office.

Authorized Personnel are Current Employees of the District. Additionally, Board Approved Volunteers, Substitutes, Short-term hourly and Student Workers are not approved until they receive approval by Vice President for that area.

## **6 Non-Authorized Use**

- Non-employee student use of utility carts is prohibited.

## **7 Procurement Process**

### **7.1 New Cart**

- Complete "Request for Golf/Utility Cart" and submit to Department Head for review and recommendation.
- Department Head to submit request to Division Dean or Director for review and recommendation.
- Division Dean or Director will submit a request to appropriate V.P. for review and recommendation.
- Appropriate V.P. will submit request to President for final decision.

### **7.2 Transfer of Cart from One Area to Another Area**

- When cart becomes available, the cart will be provided to Maintenance & Operations for holding.
- Re-assignment will follow same procurement process as for new cart.

## **8 Supervisor Responsibilities**

- Supervisors are responsible for ensuring that all employees using a Golf Cart/Utility Vehicle are on the District approved Driver's List.
- Departments should provide hands on training prior to an employee driving a Golf Cart/Utility Vehicle.
- Supervisors will ensure that each employee within their unit, who is authorized to operate utility carts, is appropriately advised of this procedure and all the requirements of the procedure.
- Supervisors will obtain and maintain on file, a statement signed by each employee who has been authorized to operate utility carts, attesting to their

knowledge and understanding of the procedure. (Please see "Utility Cart Safety Information Acknowledgement Form".)

- Supervisors will ensure that employees review the procedure at least annually and will consider comments and concerns, observed or reported, regarding each operator's compliance with the procedure at the time of employee performance appraisals.
- Departments will implement procedures for the control and use of Golf Cart/Utility Vehicles registered to them. Such procedures include the use of a "Cart sign-out log" and a weekly "Utility Cart Pre-Start Checklist".

## **9 Procedures**

### **9.1 Vehicle Operating Standards**

- Golf Cart/Utility Vehicle operation is governed under California Revised Statutes and operators are subject to the rules of the road, including stopping, turning and safe operation. Golf Cart/Utility Vehicle operators observed in violation of these rules can be cited by the police. District Police on campus are responsible for enforcing these statutes.
- Golf Cart / Utility Vehicles will not be operated in a manner that may endanger passengers or other individuals (e.g., pedestrians), or harm San Bernardino Community College School District property.
- Passenger Limit/Load Capacity shall not exceed the passenger limit and load capacity designated by the vehicle's manufacturer.
- Golf Cart/Utility Vehicles shall not exceed a maximum speed of 15 MPH
- Operators should always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the Golf Cart/Utility Vehicle safely. The operator must reduce speed on walkways and in pedestrian areas. In crowded pedestrian areas, operators must park or proceed at a slow pace. Pedestrians have the right of way.
- Golf Cart/Utility Vehicle operators will stop at all "blind intersections" and then proceed with caution and will sound a bell as they travel to alert pedestrians of their approach.
- Golf Cart/Utility Vehicles will be operated only within the confines of College property. Carts may operate between the Grant Street Annex and the main SBVC campus.
- Golf Cart/Utility Vehicles that are registered as street legal and have California Exempt Plates may operate on public streets adjacent to College Property.
- Golf Cart/Utility Vehicles are not to be driven on any landscaped area unless it is the only available way to gain access to the specific area where work is being performed. If the Golf Cart/Utility Vehicle must be on a landscaped area in order to allow a pedestrian(s) the proper right-of-way, it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear.
- Golf Cart/Utility Vehicles will be operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on

sidewalks, ramps or roadways. In that respect, Golf Cart/Utility Vehicles will be operated on service drives and roadways whenever possible, rather than on sidewalks designed primarily for pedestrian use.

- Golf Cart/Utility Vehicles will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians.
- Pedestrians will be given the right-of-way at all times.
- Golf Cart/Utility Vehicles will not be parked within/in:
  - Fire Lanes less than 12' wide, and only for loading/unloading or maintenance work in the immediate area.
  - Metered parking spaces.
  - DMV Disabled Parking
  - Reserved Parking.
  - 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic except for immediate loading/unloading or maintenance work in the immediate area.

## **9.2 Employee/Operator Requirements & Standards**

- Complete the departmental "Sign-Out Usage Log" (which shall include, date, time, cart condition and general comments.) Carts that are assigned to a single employee (i.e., M&O Plumbers Cart assigned to the plumber), do not need to utilize the sign out log.
- Golf Cart/Utility Vehicle operators are responsible for the security of ignition keys during the time that a Golf Cart/Utility Vehicle is assigned to them. Any time a Golf Cart/Utility Vehicle is unattended, the ignition must be turned off, and the key must be removed from the ignition and kept in the possession of the authorized operator.
- Golf Cart/Utility Vehicle operators are not permitted to drive while wearing devices that impede hearing, e.g., stereo headsets, earplugs, etc.
- All passengers must be in seats designed for such use. No passengers are allowed to be transported in the truck beds or on the sides of Golf Cart/Utility Vehicles with the exception of the transport of an injured person secured on a backboard.
- Cell phone or Handi-talkie usage while driving a Golf Cart/Utility Vehicle is prohibited unless being used in a hands free operation.
- Employees will not operate Golf Cart/Utility Vehicles registered to other departments unless the supervisor of the department to which the Golf Cart/Utility Vehicle is registered has granted prior approval.

## **9.3 Parking**

When parked the ignition key must be removed from the vehicle and the emergency brake engaged. Parking is allowed only on hard covered surfaces (e.g., asphalt, concrete, brick). Parking is prohibited on soft surfaces, including but not limited to: landscaping, unpaved surfaces, tanbark-covered areas, etc. Do not block entrances to buildings, stairways, disability ramps, or main

walkways. Do not chain vehicles to fixed objects (e.g. trees, poles), unless for storage at night.

#### **9.4 Recharging Electric Vehicles**

Electric vehicles will be recharged at location designated for such use. Use of extension cords from inside buildings to vehicles is prohibited.

#### **9.5 Refueling internal combustion vehicles**

Fueling will be done outside the building, at a designated location for such activities. If a vehicle is refueled from a gas can, the vehicle must be grounded.

### **10 Golf Cart/Utility Vehicle Condition and Standard Safety Features**

- Golf Cart/Utility Vehicles owned by SBVC Departments will be equipped and maintained with working headlights, and taillights (two red lights, one each located on the opposite sides at the rear of the Golf Cart/Utility Vehicle that stay on during night operations).
- Golf Cart / Utility Vehicles will be maintained in the manner they were received from the manufacture – or in an improved condition that does not invalidate any warranty.
- Golf Cart/Utility Vehicles' physical condition should appear to be in a well maintained condition (no dents, dings, cracked fenders, etc.)
- Golf Cart/Utility Vehicles purchased prior to 8/1/2005 or Golf Cart/Utility Vehicles donated for events without headlights and/or taillights are to be used only during day time operations.
- Electric turn signals are required for night time operation; hand signals suffice for day time operation.
- Golf Cart/Utility Vehicles should be equipped with a working horn or bell and a "Slow Moving Vehicle" signs if vehicle is used in a high traffic area for street legal vehicles.
- Golf Cart/Utility Vehicles can not be modified in any manner that affects the recommended mode of operation, speed or safety of the Golf Cart/Utility Vehicle.
- It is recommended that each cart should be equipped with a device that makes a slight noise, to alert pedestrians of approaching cart.

### **11 Golf Cart/Utility Vehicle Maintenance Responsibility**

- Each Golf Cart/Utility Vehicle operator is responsible for providing timely notification of safety and maintenance concerns to the supervisor of the department to which the Golf Cart/Utility Vehicle is registered.
- Supervisors will be responsible for seeing to the timely repair of such concerns and, if the Golf Cart/Utility Vehicle cannot be operated safely without said repairs taking place, the Golf Cart/Utility Vehicle will be taken "out of service" until the repairs are completed.

- The department of ownership is responsible for the cost of maintenance of the Golf Cart/Utility Vehicles.
- The department of ownership is responsible for the cost of repairing damage to the Golf Cart/Utility Vehicle caused by regular use or accident. Normal wear is allowed to occur – specifically on Maintenance & Operations/Custodial/Grounds Golf Cart/Utility Vehicles.
- The department of ownership is responsible for the cost of repairing damage to the Golf Cart/Utility Vehicle caused by misuse, abuse or accident.
- The department of ownership is responsible for maintaining the Golf Cart/Utility Vehicles' condition so that the cart/vehicle's appearance is that of a well maintained vehicle(no dents, dings, cracked fenders, etc.).
- The exception to the above is when misuse, abuse or accident cost, if caused by another department using of the cart. The department that caused the misuse, abuse or accident is responsible for the cost of repairing the damage to the Golf Cart/Utility Vehicle.

## **12 Accident / Injury Reporting Process**

All accidents / Injury involving a Golf Cart/Utility Vehicle will be reported immediately to the supervisor of the department to which the Golf Cart/Utility Vehicle is registered and to the District Police Department, regardless of whether property damage or personal injury occurred.

## **13 Reporting Safety Violations and Concerns**

- Any Safety Violations should be reported to the Vice President of Administrative Services and/or District Police.

## **14 Procedure Variance Procedure**

If a department administrator believes that a variant of a portion of the Golf Cart/Utility Vehicle Procedure is warranted, she or he should submit their request for a variance to the Police Chief. If the Police Chief determines that the requested variance is in line with the spirit of this procedure, a variance may be granted. If such a variance is granted, the Police Chief will inform the Facilities & Safety Committee that such a variance has been granted and provide the committee with the rationale for the variance. The Facilities and Safety Committee will take into consideration the Police Chief's comments as to whether future similar variances are appropriate as an impetus to revise the Golf Cart/Utility Vehicle Procedure.

## **15 Purchased/Donated - Golf Cart/Utility Vehicle Carts**

Any Golf Cart/Utility Vehicle utility cart that is purchased or accepted as a gift, must meet minimum safety requirements. The minimum safety equipment required must include, but not limited to:

- Key operated                      Deadman switch    Reverse alarm

If the cart does not come with such equipment, the manufacturer should be contacted to see if it can be modified to add the missing equipment.

A Golf Cart/Utility Vehicle utility cart must certified in writing as meeting cart manufacturer safety requirements before it is purchased or accepted as a donation.

# Utility Cart Safety Information Acknowledgement Form

**Department:**

*(This form will be completed by all employees prior to assignment to operating a utility cart and annually thereafter)*

**Employee Name:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_

By signing below I acknowledge that:

(Check all that apply)

- I have read the Golf Cart/Utility Vehicle Procedure
- I understand the terms and conditions of the Golf Cart/Utility Vehicle Procedure
- I have been provided with the opportunity to ask questions related to this procedure.
- I have successfully completed the utility cart safety training

(Date Attended \_\_\_\_\_)

- I possess a valid driver's license # \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Keep this form in employees' file for a minimum of 3 years.**

# DRAFT

## Weekly Utility Cart Pre-Start Checklist

Cart ID# \_\_\_\_\_ Make \_\_\_\_\_

Description \_\_\_\_\_

ITEM	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
<b>Lights</b>					
<b>Tires</b>					
<b>Brakes</b>					
<b>Horn</b>					
<b>Gauges</b>					
<b>Steering</b>					
<b>Battery Connections/water</b>					
<b>Charge</b>					
<b>Fluid levels</b>					
<b>Body damage</b>					
<b>Other:</b>					

<b>Operators Initials</b>					
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DO NOT OPERATE AN UNSAFE UTILITY CART

This form is to be prepared by Supervisor / or designee.



# DRAFT

## SAN BERNARDINO VALLEY COLLEGE REQUEST FOR GOLF/UTILITY CART

Please describe Need and Scope for New Golf Cart/Utility Vehicle:

Can another department provide this service?

Please provide mandate or change which now requires the cart:

What Days/Hours will cart be used:

- 1.
- 2.
- 3.

Where will cart be stored when not in use (attach map):

Storage:

Charge:

Do you have the budget to take care of on-going repairs (list account and amount)?

Account:

Account:

Account:

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Dept:                      Approved/Decline      Signature \_\_\_\_\_ Date:

Dean/Div:                      Approved/Decline      Signature \_\_\_\_\_ Date:

Appropriate VP:                      Approved/Decline      Signature \_\_\_\_\_ Date:

President:                      Approved/Decline      Signature \_\_\_\_\_ Date: