



Golf Cart and Utility Vehicle (UNIQUE VEHICLES) Safe Operation Guidelines



PURPOSE

Baylor University desires to maintain a safe environment for its employees, students, and visitors. This guideline sets forth the operating procedures and safe practices to help in the

operation of the several types, models and sizes of golf carts and utility vehicles that are utilized on and around campus.

The manufacturer's operator's manual for each type of specific vehicle should be reviewed and the instructions complied with while operating these modes of transportation.

The following items will be repeated in the Operational Guidelines, but due to the frequency of vehicle operators identified not following these items, this additional reminder is included here:

- 1. Do not travel the wrong way down ONE WAY streets, there are no exceptions for this other than emergency response vehicles.**
- 2. Do not drive a golf cart and/or UTV down University Parks Avenue at any time.**
- 3. Do not use a cell phone or wear ear bud- while operating any type of vehicle.**
- 4. Passengers can only travel in designated seats, not in cargo beds of a vehicle.**

SCOPE

The scope of this guideline is to ensure that all types of motorized vehicles used by employees, students and contractors are operated in a safe manner in conjunction with the manufacturers and University guidelines. All departments that have one or more of these types of vehicles are to conduct and complete comprehensive training, service, and preventative maintenance programs.

RESPONSIBILITY

It is the responsibility of the individual departments with golf carts and utility vehicles to ensure that their drivers receive training to make sure that the manufacturers and university guidelines are followed.

Contractors using vehicles of these specific types on campus must undergo training in accordance with the manufacturer's instructions and recommendations. It is the responsibility of each contractor to ensure that their team receives this training and that it is properly conducted as required by the manufacturer's guidelines.

OPERATOR REQUIREMENTS

All operators are required to have a valid U.S. driver's license, review and fully carry-out the material contained within the [Baylor Driving Policy](#), this guideline, participate in any supplemental training material developed by individual departments, and should review the operator's manual for the type of vehicle they are tasked to drive.

In the event of an accident, normal university reporting procedures, including the submission of a [Vehicle Accident Reporting Form](#) are to be followed. All university and OSHA-required training documentation is to be maintained by the department with verification e-mails per employee sent to the EHS department as described below.

SUSPENSION OF DRIVING PRIVILEGES

Multiple at-fault unique vehicle accidents within a 6-month period may result in supplemental training and/or suspension of those driving privileges. This suspension will remain in effect for the remainder of the current semester and will extend into the upcoming semester.

Successful completion of retraining must be accomplished prior to driving privileges being reinstated.

REQUIRED EQUIPMENT

These requirements (1-4) are crucial for enhancing safety and maintaining operational standards in compliance with the [Texas Department of Motor Vehicles](#). It is essential for departments to ensure that each unique vehicle is fully compliant with these regulations.

Equipment:

1. Slow Moving Vehicle Safety Signage (Rear of Vehicle):
 - Installed on the rear of the vehicle. This reflective, orange-and-red triangular sign alerts other vehicles to the slow speed of the cart or UTV, typically at speeds of 25 mph or less.
2. Rear-View Mirrors: (mounted inside)
 - Enhances visibility and help the operator monitor surrounding traffic or obstacles.
3. Horn/Audible Warning Device:
 - Alerts nearby pedestrians, cyclists, or vehicles to the presence of the cart or UTV.
4. Department Markings and Cart Number:
 - Identifies its affiliation or ownership (i.e., specific department).
 - **Cart Number** is assigned by the department; helps with tracking, maintenance, and ensuring proper usage.

Additional Equipment Requirement: (if driven after dark)

To ensure safety and compliance with regulations when operating unique vehicles after dark or for cargo purposes, additional equipment is required.

5. Headlights:
 - To ensure visibility of the vehicle and the path ahead
6. Taillights:
 - enhances visibility from behind.
7. Brake Lights:
 - to indicate stopping
8. Strobe Light
 - Increases visibility in low light or foggy conditions.
9. Turn Signals:
 - To insure proper signaling of direction

OPERATIONAL PROCEDURES

The following list of guidelines are required to be followed:

1. Supervisors are responsible for designating which employees in their departments are authorized to operate these vehicles.
2. Employees must be fully trained and satisfy the [Approved Driver](#) requirements in order to operate these unique vehicles.
3. Vehicles must be operated only by designated employees whose duties make it necessary.
4. Contract employees and visitors are prohibited from operating university-owned vehicles.
5. Do not travel the wrong way down ONE WAY streets. There are no exceptions for this other than emergency response vehicles.
6. Do not drive a golf cart and/or UTV down University Parks Avenue at any time.
7. Do not use a cell phone or wear ear buds while operating any type of vehicle.
8. Passengers can only travel in designated seats, not in cargo beds of a vehicle.





SAFETY PROCEDURES

The following are basic rules of operating and maintaining the vehicles. The maximum speed depends upon the terrain over which it is being driven, the roadway speed limit, weather conditions, and the total weight of the vehicle (Including passengers, any materials being carried, or trailers being pulled).

- ✓ Inspect the vehicle prior to use at least daily including:
 - Tire condition
 - Steering system
 - Pedal operation
 - Brakes
 - Strobe light
 - Turn signals (Hand signals are to be used if the vehicle is not equipped with turn signals.)
 - Body and chassis
- ✓ If the vehicle needs repair or maintenance, the unit should be taken out of service and scheduled for repairs.
- ✓ Vehicle operators will observe all Texas vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicle(s), etc.
- ✓ Sidewalks should be used only where streets and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.
- ✓ Vehicle operators must ensure pedestrian safety always.
- ✓ Vehicles are not permitted to operate with more passengers than it is designed to carry.
- ✓ All occupants shall keep hands, arms, legs, and feet within the confines of the vehicle when moving.
- ✓ Pedestrians always have the right-of-way. If the vehicle is being operated on the sidewalk the operator should pull off the sidewalk or stop the unit for approaching pedestrians to pass.

- ✓ Towing is only allowed by vehicles that are originally designed for that function and when necessary for safety reasons.

REFUELING EQUIPMENT

(If applicable and not battery operated.)

When refueling the vehicle, the following safety rules shall be observed:

1. Shut off engine and let it cool if necessary.
2. Remove the fuel cap slowly and hold it at the semi-locked position until the pressure is released if needed.
3. Allow the nozzle to empty by keeping it in the filler opening for several seconds after shutting off the fuel flow.
4. Replace the fuel cap after checking to see that any venting is not clogged.
5. If fuel spills on equipment, wipe up and allow any residue to dry before starting engine.

BATTERY RECHARGE – GOLF CARTS

When recharging golf cart batteries, the following safety rules shall be observed:

1. Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.)
2. Do not smoke near the recharge station. Baylor is a tobacco free campus; however, it is important to mention this safety fact during battery recharge.
3. Do not recharge near an open flame or source of ignition.
4. Pour baking soda on spilled battery acid before calling for a clean-up. Employees driving the carts will not be involved in the process. Notify Baylor Facilities Services @254-710-1361 if an incident of this nature takes place and utilize another cart.
5. Wash skin thoroughly with cold water if skin is exposed to battery acid. Seek medical attention if required, fill out and submit a Baylor Incident Report later.
6. Disconnect all battery charger cords before using the golf cart.



PASSENGERS ARE **NOT** PERMITTED TO RIDE IN THE BACK OF A GOLF CART OR UTILITY VEHICLE UNLESS SECURED SEATING HAS BEEN PROVIDED AS PICTURED BELOW. IT IS THE RESPONSIBILITY OF THE VEHICLE OPERATOR TO ENSURE THAT ALL PASSENGERS ARE RIDING SECURELY IN A SEAT.

