



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-HUM-68 Minor Revision2

Title: Golf-Utility Cart Policy

Description: To provide guidelines concerning golf/utility cart use.

Category: Human Resources

Applies to: staff, faculty, student, department, visitor

Contact: [Human Resources](#)

Purpose: To govern the use and operation of University owned or leased electric or gas-powered golf carts and similar low speed utility type vehicles (hereinafter “carts”) when being used on the University campus , and to provide guidance for safe operation and maintenance of these vehicles.

- Policy Statement:**
- A. Driver must possess a current valid driver’s license. Driver shall immediately notify their supervisor if and when their driver’s license is suspended or revoked.
 - B. Driver must have successfully completed the golf cart training course online.
 - C. Only authorized users are allowed to operate carts. Untrained or unauthorized individuals are not to be allowed to borrow the cart.
 - D. It is prohibited to operate cart on public roadways except when crossing from one side of the street to the other. Only cross roadways at designated crosswalks and obey traffic signals, signs, and rules when crossing.
 - E. Driving off UCO property is prohibited.
 - F. Carts must be operated on hard surfaces unless a job function requires driving in the grass. Carts must stay off closed sidewalks.
 - G. **Pedestrians have the right of way on campus.** Carts must yield right-of-way to pedestrians at all times.
 - H. The number of occupants may not exceed the recommended level for the cart. One passenger is permitted per seat and all passengers are required to sit in seats.
 - I. Blocking entrances to buildings, stairways, fire exits, disability ramps, windows or main thoroughfares is prohibited.

Responsibilities

- A. The operators of carts shall be responsible for the safe operation of the vehicle.
 - B. Any accident involving a cart shall be reported to Police Services immediately and an incident report form completed. Risk Management should be contacted within 24 hours. An accident is defined as any collision or other contact between the cart and any other vehicle, property, or person that results in any damage, no matter how small.
 - C. Each department shall be responsible for maintaining the safe operation of its carts.
 - D. Quarterly maintenance inspections should be scheduled with the Physical Plant. Any maintenance problems should be reported immediately to the supervisor. The supervisor should report the problem to Facilities Management.
 - E. Whenever possible, the cart must be stored in an area that allows for battery recharging and to shield the cart from inclement weather.
 - F. Gasoline powered carts must not be stored inside a building unless given authorization by UCO’s Code Compliance Officer.
 - G. When purchasing a new cart, the following departments must be notified: Motor Pool (must inspect to ensure regulations are met); Inventory & Receiving (documentation); and Risk Management (insurance).
 - H. Carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
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**Glossary of
Terms:**

**Legal
Citation:
Campus
Links:
FAQs:
Formerly
known as:**

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