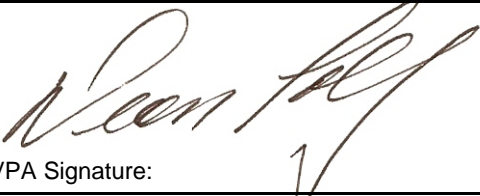


<b>Auraria Higher Education Center</b> <b>Office of the Executive Vice President for Administration</b> <b>Administrative Policies and Procedures</b>	
<b>Policy #7</b> <b>Use of Golf Carts</b>	<b>Page 1 of 1</b>
 EVPA Signature:	Approved: September 1998

**Use of Golf Carts**

**POLICY**

This safety program applies to all operators of electric and gas powered small size utility/service carts (golf carts) on the Auraria Campus. Included in this document are policies and operating guidelines for the use of motorized carts. The following are general policies which apply to all AHEC employees who will be responsible for operating small sized utility/service vehicles (carts):

All employees must have a current, valid driver’s license and must have it on his/her possession at all times during the operation of a cart.

Each employee must pass a certification test for the use of the vehicle prior to operation.

Division Directors are responsible for ensuring cart operators receive training on the operation and safety of each vehicle they will be responsible for operating. Proof of completed training and an AHEC driver’s license certification form must be kept in a separate file to be maintained by each Division. See Attachment A for a copy of AHEC’s Driver’s License Certification form.

Supervisor’s are responsible for training their employees on these guidelines. This includes providing a copy of these policies and procedures and ensuring that the employee understands the contents; giving the employee a vehicle road test drive; reviewing the campus cart routes with the employee; and completing an employee driver’s license certification. Supervisors shall complete a vehicle training checklist upon completion of employee training (see Attachment B). This checklist along with the driver’s license certification form must be maintained in a separate file to be maintained by each Division.

Employee’s are responsible for understanding and complying with these policies and procedures.

All employees operating a cart must adhere to all AHEC operating guidelines and all applicable vehicle and traffic laws of the State of Colorado and the City and County of Denver.

## **VEHICLE SPECIFICATIONS**

All AHEC service carts shall have the following:

A vehicle number

Auraria logo, and the name of the division which controls the use of the cart.

The following safety equipment:

- Minimum of one rotating yellow warning signal light
- Audible reverse warning signal
- Horn
- Brake lights (must be installed on carts used after dark)
- Headlights (must be installed on carts used after dark)
- Governor to limit speed to five miles per hour
- Restraining devices (tie downs) must be on carts used for carrying materials or products

Divisions may elect to equip carts with additional equipment or modifications to accommodate special needs (e.g. cabs, load beds). Such additions must be made in such a way as to not pose any additional risk to the cart operator or to pedestrians and may not create visual impairment for the operator.

Carts shall not be used until they have been inspected and released by the Division of Facilities Management to ensure all safety equipment is in place and functioning.

## **OPERATING INSTRUCTIONS**

The controls of a cart are very simple and consist of a key switch, forward/reverse lever (and may have neutral position), choke, accelerator pedal, and combination service and parking brake. In addition, it may have a switch for the signal warning light and headlights. The following is an explanation of the operating features of a service cart:

**Key Switch** – The vehicle will operate when the key switch is in the “ON” position. When the vehicle is left unattended, the key switch should be in the “OFF” position, the key removed and the parking brake engaged.

**Forward/Neutral/Reverse Lever** – This lever permits the selection of forward, neutral, or reverse. When selecting the desired direction of travel, both the vehicle and the engine must be completely stopped before moving the lever.

**NOTE: Not all carts have a “Neutral” position.**

**Choke** – The choke is used to aid in cold starting. In cold conditions, pull the choke out before depressing the accelerator and starting the engine. As soon as the engine starts, push the choke in.

**Accelerator Pedal** – The accelerator pedal differs from an automobile in the following way: depressing the accelerator pedal on a cart will start the engine and release the parking break if engaged. Each time the pedal is released, the engine will stop.

**Service/Parking Brake** – The brake pedal incorporates a service brake and parking brake feature. To stop the cart, use the bottom part of the brake pedal in the same manner as an automobile. To engage the parking brake, when the cart is at the complete stop, push down on the top of the pedal until it looks in place. The parking brake will release when the brake pedal or accelerator pedal are depressed. It is recommended that the parking brake be released by depressing the main brake pedal, not the accelerator, to insure the longest service life of the brake components.

**Signal Warning Light** – The warning signal light must be on at all times when the cart is moving.

**Headlights** – Headlights must be on whenever operating a cart after dark or in inclement weather.

To operate a service cart, perform the following:

Turn the key to the “ON” position

Place the Forward/Neutral/Reverse to the desired position.

Release the parking brake by depressing the brake pedal.

Depress the accelerator to start the engine. Increase depression on the accelerator slowly and proceed with caution. To increase speed, depress the accelerator further.

To stop, release the accelerator and depress the brake.

To go from forward to reverse or reverse to forward, stop both the vehicle and

the engine by releasing the accelerator and depressing the brake. Select the desired direction with the forward/neutral/reverse lever. Slowly depress the accelerator pedal and proceed with caution.

## **OPERATING RULES AND SAFETY GUIDELINES**

The following are general safety rules which must be adhered to by each employee who operates a cart.

Employees are not allowed to operate a service cart without first obtaining the necessary training and signing a driver's license certification. Supervisors are responsible for training all employees on each type of vehicle they will be required to operate.

Obey all traffic signs, signals and specified routes as shown on the cart route map. Always yield the right of way to pedestrians and other motor vehicles. Carts are not to be operated on city streets, except in designated areas. Avoid traveling through parking lots. Do not travel in pedestrians only walkways. See Attachment C for a campus map indicating pedestrian zones and service vehicle routes.

Keep entire body inside the vehicle at all times. Always remain seated while the vehicle is in motion.

Do not exceed the maximum occupant or weight capacity of the vehicle. Generally only two persons are allowed in a cart at any time.

Use extra care and reduce speed when driving on poor surfaces or in inclement weather (such as dirt, gravel, wet grass, snow and ice). Do not operate a cart in extreme weather such as high winds, very icy conditions, floods and heavy snow.

Slow down before and during turns.

Avoid driving fast down hill or on an incline. Sudden stops or change in direction may result in loss of control.

Always check behind the vehicle before operating in reverse.

Use appropriate hand signals (or electronic turn indicators if equipped) to indicate turns and upcoming stops.

Observe the campus maximum speed limit of five (5) miles per hour. Each vehicle will be equipped with a governing device to limit speed. **Any AHEC employee who contributes to altering the governing device shall be subject to administrative and/or disciplinary action.**

All cargo must be securely tied down and not projecting from the sides of top of

the cart. If any item extends beyond the back of the cart, it must be tied or otherwise marked with a white flag to warn others of the hazard.

Use only the proper fuel for the vehicle. Some of the carts use 2-cycle fuel, some use regular gasoline. Make sure, before you fuel up, that you are using the proper fuel.

Make sure electric carts are properly charged before operating.

Vehicle routes and parking:

- Park vehicles in a manner which does not restrict the ingress or egress of any building, walkway, facility compound, or otherwise controlled areas.
- Carts may be driven on any sidewalk or roadway within the campus boundaries, except for sidewalks or roadways which lie within campus areas designated as "Pedestrian Only." The restricted area includes sidewalks, paths and roadways along 9<sup>th</sup> Street Park from Curtis Street to Champa Street. Exception is the block paver walk on 9<sup>th</sup> Street Park.
- Carts which are needed in support to supply essential grounds or building repairs, maintenance or deliveries may be allowed into the primary pedestrian area upon approval of the appropriate Division Director and never during high traffic periods, as during class change.
- Within the primary pedestrian area, there are two designated cart crossways – Curtis Street crossing 10<sup>th</sup> Street and 11<sup>th</sup> Street crossing Lawrence Mall. Under no circumstances shall a vehicle operator deviate from this crossway or use any other sidewalk near the crossway.
- Operators are strongly discouraged from driving carts through parking lots or along roadways used heavily by larger motor vehicles. Carts may not cross Speer Boulevard at any time. Operators who must travel along 5<sup>th</sup> Street must use the designate route as indicated on the map in Attachment C.

Cart Maintenance, Repair & Accidents

- Operators must report any malfunction or needed repairs immediately upon discovery. Vehicles which are in need of repair shall be placed out of service until such repairs can be completed.
- Whenever a vehicle is damaged due to negligence or misconduct of the operator, the employee shall be subject to appropriate disciplinary action. These actions shall be administered by the respective appointing authority within the employing division. All cost incurred in the repair or loss of vehicle through the negligence or misconduct of any operator shall be chargeable to the employing division, however, Division Directors shall

have the discretion to charge such costs to the individual employee.

- Accidents involving AHEC vehicles must be reported immediately to the AHEC Campus Police. Each and every accident involving a vehicle is subject to review under the governance of AHEC's Policy #29.

## **ENFORCEMENT**

The enforcement of all operating guidelines shall rest with the employing division. Administrative or disciplinary sanctions, in accordance with the State of Colorado Personnel Rules, shall be imposed upon employees found to have violated any of these guidelines.

Employee use of carts constitutes a performance factor, and supervisors will be responsible for the training and evaluation of subordinates in the use of carts. Compliance with all AHEC policies and procedures as stated in these procedures will be a minimum requirement of the job for any AHEC employee who drives a State vehicle, including service carts.

As part of the PACE planning, supervisors are required to include the following individual performance objective for any employee who operates a State-owned vehicle:

**“You are expected to safely operate any State-owned vehicle in your use.”**

Division Directors shall maintain employee records on the number of infractions any employee may have been cited for. Disciplinary action may be taken for any or all infractions, however, after any three (3) cart-related infractions, said employee shall lose the privilege of operating the cart.

State employees; classified, temporary or student hourly, are required to know and obey all applicable State and Municipal laws while operating State vehicles. In addition, Auraria Campus Police shall reserve the right to have one of its officers detain and file a written report if an employee is observed violating one of the guidelines. The report shall be forwarded to the appropriate Division Director.