



UTILITY VEHICLE /GOLF CART/LOW SPEED VEHICLE POLICY

Policy Title: Utility Vehicle/Golf Cart /Low Speed Vehicle Policy

Policy Type: Administrative

Policy Number: 42-03 (2023)

Approved: 11/01/2023

Responsible Office: Department of Transportation and Fleet Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Faculty, Staff, Students, Alumni, Contractors, Vendors and Visitors

POLICY STATEMENT

Utility vehicles, golf carts and low speed vehicles (LSV or Global Electric Motorcar, GEM) must be operated in a manner to safeguard students, faculty, staff, contractors, vendors, visitors and property from potential risks. This policy provides guidelines for the acquisition and operation of electric or gas-powered utility vehicles, golf carts, LSV and/or similar type vehicles, on the Norfolk State University (University) campus, including traveling to/from campus locations that may be separated by property owned by others or require travel on public roadways to reach the desired campus location. This policy establishes safe operating practices, compliance with Commonwealth of Virginia traffic laws, and provides for a safe environment. utility vehicles, golf carts and LSVs may only be operated by individuals who successfully complete all required safety training; and, licensed utility vehicles, licensed golf carts and licensed LSVs may only be operated by those with a valid driver's license.

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DEFINITIONS

Golf Cart: A self-propelled vehicle that is designed to transport persons and their equipment throughout the University campus. Golf carts that have been modified for multi-passenger use or configured to carry equipment, packages, or other materials will be included in this definition.

Low-speed Vehicle: A four-wheeled electrically-powered vehicle (except a motor vehicle or low-speed vehicle that is used exclusively for agricultural or horticultural purposes or a golf cart) with a

maximum speed of 20 to 25 miles per hour, and manufactured to comply with safety standards contained in Title 49 of the Code of Federal Regulations, 571.500. Code of Virginia § 46.2-100.

Utility Vehicle: A motor vehicle that is designed for offroad use, powered by an engine of no more than 25 horsepower, and used for general maintenance, security, agricultural, or horticultural purposes.

Operator: Any person who drives a utility vehicle/golf cart/low-speed vehicle on University property, including University employees, approved students, or other agents and visitors to the University.

CONTACTS

The Norfolk State University Department of Transportation and Fleet Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to the Norfolk State University Department of Transportation and Fleet Services

STAKEHOLDERS

University Community

UTILITY VEHICLE/GOLF CART/LOW SPEED VEHICLE POLICY CONTENTS

All members of the University community are governed by this policy to include faculty, staff, students, alumni, contractors, vendors, visitors and others on official University business. All faculty, staff and students are required to successfully complete Norfolk State University safety related driving training before operating a University-owned vehicle, rented vehicle, utility vehicle, golf cart, or low-speed vehicle (LSV).

Faculty, staff and students are required to submit a copy of a valid driver's license and the completed NSU Driver Authorization Form to the NSU Department of Transportation and Fleet Services for authorization to operate a licensed University-owned vehicle, licensed rented vehicle, licensed utility vehicle, licensed golf cart, or licensed LSV.

RESPONSIBILITIES

Department Heads, Managers and Supervisors:

1. Ensure that all drivers receive training by the Environmental, Health, Safety and Risk Management Office.
2. Ensure that all drivers read and understand this policy.
3. Monitor the driving habits of employees.
4. Take appropriate disciplinary action against drivers who fail to comply with this policy.
5. Comply with the provisions of this policy.

Drivers:

1. Operate all vehicles/carts in a responsible and safe manner.
2. Become familiar with the provisions of this policy.
3. Comply with the provisions of this policy.
4. Successfully complete required safety training.

5. Licensed utility vehicles, licensed golf carts and licensed LSVs may only be operated by those with a valid driver's license

Environmental, Health, Safety and Risk Management will ensure all driver safety training documentation will include the operator's name, date of training, and a brief outline of the training.

EDUCATION AND COMPLIANCE

The Department of Transportation and Fleet Services will coordinate University-wide compliance with this policy.

PUBLICATION

This policy will be widely distributed to the University community:

- Communicate the policy in writing, electronically, or otherwise to the University community.
- Submit this policy for inclusion in the online Policy Library.
- Post policy on the appropriate website.
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 11/2026
- Approval by Cabinet, date 11/01/2023
- Revision History: 11/01/2023; 12/16/2021; 04/06/2018; 12/16/2016
- Supersedes: None – New Policy

RELATED DOCUMENTS

Driver Authorization Policy #47-01

FORMS

Utility Vehicle/Golf Cart/LSV Request Form (See Attached)

Driver Authorization Form

UTILITY VEHICLE/GOLF CART/LSV REQUEST FORM

Please use this form to request and justify your department's vehicle/equipment needs. This form must be completed and submitted to the Department of Transportation and Fleet Services for review. The form will then be forwarded with comments to the Associate Vice President for Facilities Management for final approval.

NOTE: The department should not take any action to purchase the vehicle on their own. No purchase should be made until approval is received from the Associate Vice President for Facilities Management. Facilities Management/Transportation and Fleet Services will assist in obtaining the appropriate specifications for the intended vehicle.

Date of Request: _____ Department: _____

Will this purchase replace old equipment? Yes No

If yes, what is the retirement or trade-in vehicle's number? _____

Justification for purchase of a vehicle, including utility vehicle/golf cart/low-speed vehicle and related charging stations:

Total number of vehicles, including utility vehicles/golf carts/low-speed vehicles currently assigned to your department: _____

Proposed source of funding: _____

Person(s) responsible for vehicle(s): _____

Requestor: _____ Signature: _____

Please Print

NOTE: Utility vehicles/golf carts/low speed vehicles will only be approved for departments demonstrating valid business use. **Norfolk State University Procurement Office will not process any purchase requests without this form attached to your requisition.**

Approval

Approved Denied

Associate Vice President for Facilities Management

Date