



## UTILITY CART / GOLF CART POLICY

**Policy Title:** Utility Cart / Golf Cart Policy

**Policy Type:** Administrative

**Policy Number:** 42-03 (2017)

**Approved:** 06/16/2017

**Responsible Office:** Facilities Management and Environmental Health, Safety and Risk Management (EHS&RM)

**Responsible Executive:** Vice President for Finance and Administration

**Applies to:** University Faculty, Staff, Students, Alumni, and Visitors

### POLICY STATEMENT

This policy provides guidelines for the operation and acquisition of electric or gas-powered carts, golf carts and/or similar type vehicles (hereinafter known collectively as “carts”) on Norfolk State University’s (“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 our faculty, staff, students, alumni and visitors a safe environment.

TABLE OF CONTENTS	PAGE NUMBER
Definitions .....	1
Contacts .....	2
Stakeholders .....	2
Utility Cart / Golf Cart Policy Contents .....	2
Publication .....	6
Review Schedule .....	6
Related Documents .....	6
Forms .....	7-8

### 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.

**Utility Vehicle:** A motor vehicle that is (i) designed for off road use; (ii) powered by an engine of no more than 25 horsepower, and (iii) used for general maintenance, security, agricultural, or horticultural purposes.

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

## **CONTACTS**

Facilities Management/Environmental Health, Safety and Risk Management 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 Facilities Management and/or Environmental Health, Safety and Risk Management.

## **STAKEHOLDERS**

Faculty, Staff, Students, Alumni, and Visitors

## **UTILITY CART/GOLF CART POLICY**

All members of the University community are governed by this policy to include faculty, staff, students, alumni, and visitors and others working on behalf of the University. All operators of carts must meet the following criteria before operating a cart owned, leased, rented or borrowed by Norfolk State University:

## **RESPONSIBILITIES**

### **A. Department Heads, Managers and Supervisors:**

1. Ensure that all operators receive training by the Environmental Health and Safety Office
2. Ensure that all operators read this policy. Supervisors shall maintain written documentation that this has been done.
3. Monitor the driving habits of employees
4. Take appropriate disciplinary action against operators who fail to comply with this policy
5. Comply with the provisions of this policy

### **B. Operators:**

1. Operate all carts in a responsible and safe manner
2. Become familiarize with the provisions of this policy
3. Comply with the provisions of this policy
4. Golf cart safety training will be required

C. Environmental Health, Safety and Risk Management Office will:

1. Coordinate University-wide compliance with this policy and facilitate training and retain the necessary documentation.
2. All training documentation will include the operator's name, date of training, and brief outline of the training.

## **PUBLICATION**

This policy will be widely distributed or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, within 14 days' approval;
- Submit this policy for inclusion in the online Policy Library with 14 days of approval;
- Post the policy on the appropriate website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 04/06/2021
- Approval by, date, President, 06/16/2017
- Revision History: 04/06/2018
- Supersedes: *None – New Policy*

## **RELATED DOCUMENTS**

*None*

## **FORMS**

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



# NORFOLK STATE UNIVERSITY

## Vehicle- Utility/Golf Cart Request Form

Please use this form to request and justify your department’s vehicle/equipment needs. This form must be filled out and submitted to the Department of Environmental Health, Safety and Risk Management for review. The form will then be forwarded with comments to the forwarded 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. Facilities Management/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 so, what is the retirement or trade-in vehicle’s number? \_\_\_\_\_

Justification for purchase of a vehicle – utility/golf cart and related charging stations:

---

---

---

---

---

Total number of vehicles-utility/golf carts currently assigned to your department: \_\_\_\_\_

Proposed source of funding: \_\_\_\_\_

Person(s) responsible for vehicle(s): \_\_\_\_\_

Requestor: \_\_\_\_\_ Signature: \_\_\_\_\_  
Please Print

Utility/Golf carts 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