

## INDIANA STATE UNIVERSITY

### GOLF CART AND UTILITY VEHICLE USE AND SAFETY GUIDELINES

It is the policy of Indiana State University to promote a safe and healthful working environment. As with any other transportation vehicle, golf carts and utility vehicles or LSVs (Low Speed Vehicles) must be operated in such a way as to safeguard employees, students, and visitors from potential risks. The following rules must be observed by all drivers of these vehicles on campus.

- Obey all traffic regulations. Observe all stop signs. Keep arms and legs inside while vehicle is moving.
- LSVs are permitted to travel on campus concrete sidewalks not specifically closed to vehicle use. Sidewalks may be closed to LSV travel if they are too narrow, too close to buildings, or compromise pedestrian safety.
- Pedestrians have the right-of-way on campus sidewalks at all times and LSVs must yield to pedestrians.
- Operate LSVs at slow, safe speeds at all times. Vehicles should never exceed a brisk walking pace when operating on campus sidewalks.
- LSVs must be kept off of landscape and turf areas except as necessary to perform grounds maintenance.
- Do not park LSVs on sidewalks so as to block or restrict pedestrian travel. Vehicles may be parked in parking spaces designated for automobiles or service vehicles.
- LSVs are to be used only by authorized personnel and only for university business. Personal use is specifically prohibited.
- Passengers on LSVs must be seated. The number of passengers must not exceed the number of seats. Vehicle operators shall not permit passengers to ride in an unsafe manner. Children are not permitted in golf carts or LSVs. No standing in the cargo area or riding on backs, fronts, sides, or in an attached trailer.
- Promptly report any accident or incident that results in personal injury or property damage to the department supervisor and Public Safety.
- Remove keys from LSVs when unattended.
- Do not operate a vehicle if the service (foot) brake, parking brakes, or other critical components are inoperable or defective.
- Ladders, pipes, or freight transported on LSVs must be flagged or otherwise marked at the ends that extend beyond the vehicle body.
- Department supervisors are responsible to:
  - Provide operators with specific instructions and training in the safe use of LSVs on campus.
  - Furnish a copy of guidelines to all assigned vehicle operators.
  - Verify that personnel understand guidelines and the vital importance of operating the vehicle in a safe or approved manner.
  - Instruct personnel in the operation and maintenance of the vehicle, including operator safety inspection and maintenance/repair procedures.
  - Affirm that the operator has signed acknowledgement of the above and maintain records of approved operators.

**Sign Acknowledgement on Reverse Side**

**ACKNOWLEDGEMENT OF TRAINING**

I have read and understand the GOLF CART AND UTILITY VEHICLE USE AND SAFETY GUIDELINES and have received instruction in the safe operation of the vehicle.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor/Supervisor Name

\_\_\_\_\_  
Date