



UNIVERSITY SAFETY OFFICE

SUBJECT

Operation of Motorized Cart on Campus

I. PURPOSE

To operate motorized carts in a safe efficient manner and obey the Texas vehicle traffic laws.

II. SCOPE

This policy applies to all electric, gas and diesel powered carts (including golf carts) used on university properties.

III. REQUIREMENTS

Carts are traditionally used to transverse campus common areas quickly and quietly. It is a common practice for them to be used not only for the transportation of persons but for utility purposes as well. They are of significant value to the University for efficiency and economic transportation. Recognizing that a cart is a moving vehicle, SHSU has established procedures for the safe operation of these vehicles.

Before anyone is allowed to operate a cart on the SHSU campus they shall be required by their supervisor to read this policy. They must also sign a copy of the policy stating they had read and understand the policy and agree to abide by these rules.

The following are basic rules of operating and maintaining carts used for work transportation on the campus of Sam Houston State University.

- 1) On the campus of Sam Houston State University, the pedestrian always has the right-of-way. Operators of carts will permit this right-of-way. It is the responsibility of the cart operator to ensure the safety of the occupant as well as any pedestrians in the vicinity. When approaching a pedestrian from behind the cart operators should warn the pedestrian vocally or by politely honking the honk.
- 2) Carts should NOT be operated on public streets. If a cart must be driven on or across a public street, all Texas vehicle traffic laws must be obeyed.
- 3) No cart is to be operated with more passengers than seating is provided.
- 4) All occupants in the cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
- 5) Never back up without making sure there is no person or obstructions behind the cart. Never shift gears while the vehicle is in motion.

- 6) A cart should be operated on campus at a speed equivalent to a well-paced walk. This maximum speed is subject to the terrain over which it is being driven, the weather conditions, and the total weight of the golf cart and passengers and any equipment being carried.
- 7) Cart operators shall possess a valid driver's license and observe all Texas vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
- 8) Avoid operating a cart on landscaped lawns.
- 9) Reduce speed to compensate for inclines, pedestrians, and weather conditions.
- 10) Maintain adequate distance between vehicles and pedestrian.
- 11) Approach sharp or blind corners with caution and reduce speed.
- 12) Use extreme care at building entrances and upon entering/exiting enclosed areas.
- 13) Shall park areas or that are out of the way and do not impede foot or vehicular traffic.
- 14) Never leave the keys in the golf cart when unattended.
- 15) When the cart is not in use the operator must place the cart control lever in the park or neutral position, remove and secure the key and set the parking pedal brake.
- 16) When the cart is not in use such as overnight, the unit will be secured with a chain and lock or other equivalent locking mechanism.
- 18) If the cart is in need of repair or maintenance, it shall not be driven. The Department that own the cart may call the Physical Plant Automotive Shop (4-1897) or an outside vendor for repairs.
- 19) No personally owned carts are allowed on any SHSU campus.

Equipment and Safety Checklist

Before operating the cart, the operator will check the following items:

Proper tire condition and inflation.

Brakes for proper operation.

Any indication of battery fluid leaks such as wet spots under the unit.

If the cart is in need of repair or maintenance, it shall not be driven. The Department that own the cart may call the Physical Plant Automotive Shop (4-1897) or an outside vendor for repairs.

Battery Recharge

When recharging the batteries, the following safety rules shall be observed:

Do not smoke near the recharge station.

Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.)

Do not recharge near an open flame or source of ignition.

Pour baking soda on all spilled battery acid before cleaning up the spill.

Wash skin thoroughly with cold water if it comes in contact with battery acid.

Disconnect all battery charger cords before using the golf cart.

Any questions or concerns regarding cart safety compliance should be directed to:

Environmental, Safety and Health Coordinator
936-294-1921