



NOVA SOUTHEASTERN UNIVERSITY
Public Safety

Golf Cart Safety Procedures

Nova Southeastern University

University Policy

Rationale: To utilize University golf carts in a safe and efficient manner

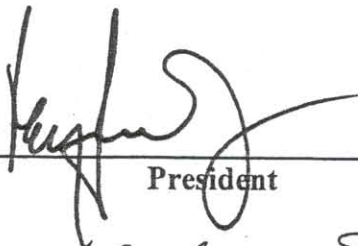
Applicability: University Wide

Golf 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 golf cart is a moving vehicle, NSU has established procedures for the safe operation of these vehicles.

Copies of these procedures are available through the office of Facilities Management or on our website at www.nova.edu/cwis/pubsafety/

Policy: To operate golf carts in a safe efficient manner and obey the Florida vehicle traffic laws.

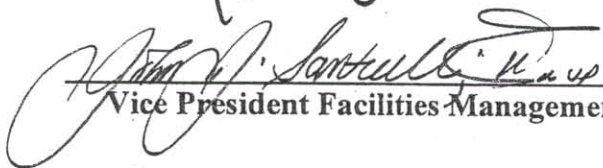
Individuals utilizing golf carts on NSU property are expected to operate them in a safe and courteous manner. Golf cart operators found in violation of these safety procedures and/or misusing golf cart equipment may be subject to disciplinary action, including being prohibited from operating a golf cart on NSU property. This policy will be enforced by NSU Public Safety and the local police.



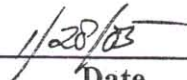
President



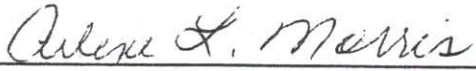
Date



Vice President Facilities Management



Date



Cart Project Committee Chair



Date

Procedures for Safety Operations of Golf Carts

The following are basic rules of operating and maintaining golf carts used for work transportation on the campus of Nova Southeastern University.

1. Golf carts should be operated on campus roadways. Sidewalks should be used only where roadways and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.
2. On the campus of Nova Southeastern University, the pedestrian always has the right-of-way. Operators of golf carts will permit this right-of-way. If the golf cart is being operated on a sidewalk, the operator will pull off of the sidewalk to pass the pedestrians or stop the unit when approaching pedestrians until they pass.
3. Most of the golf carts used on this campus are designed to carry a driver and one passenger. Some "tram" type carts carry multiple passengers. No golf cart is to be operated with more passengers than seating is provided.
4. All occupants in the golf 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.
6. Never shift gears while the vehicle is in motion.
7. A golf cart should be operated on campus at a speed equivalent to a well-paced walk and *no faster than fifteen-mph*. This maximum speed may be 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.
8. Golf cart operators shall possess a valid driver's license and observe all Florida vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
9. Avoid operating a golf cart on landscaped lawns.
10. Reduce speed to compensate for inclines, pedestrians, and weather conditions.
11. Maintain adequate distance between vehicles and pedestrian.
12. Approach sharp or blind corners with caution and reduce speed.
13. Use extreme care at building entrances and upon entering/exiting enclosed areas.
14. Do not park on any area that has pavers.

15. Use parking areas posted for golf carts, areas on sidewalks that are not in the main stream or a Services parking space.
16. Never leave the keys in the golf cart when unattended.
17. When the golf cart is not in use the operator must place the golf cart control lever in the park or neutral position, remove and secure the key and set the parking pedal brake.
18. When the golf cart is not in use such as overnight, the unit will be secured with a chain and lock or other equivalent locking mechanism. The steering wheel must be chained to a fixed post on the cart to prevent the wheel from turning.
19. No personally owned golf carts are allowed on any NSU campus.

Equipment and Safety Checklist

Before operating the golf cart, the operator will check for proper tire condition and inflation. Brakes will be checked for proper operation. The operator will check for any indication of battery fluid leaks such as wet spots under the unit. If the golf cart is in need of repair or maintenance, it should not be driven. Authorized Physical Plant personnel will work on the identified problem at the site where the cart is located or will tow it to the Fleet Services Department.

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. You should 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 golf cart safety compliance should be directed to:

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Public Safety
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