
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Campus Operations
AREA: EHS & Risk Management

Golf Cart & ATV Safety & Use	MAPP 02.04.12
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I. POLICY

- A. Golf Carts and All-Terrain Vehicles (ATVs) owned by Lamar University (LU) may only be used for official University business by University employees. Golf Carts and ATVs may not be used for personal business, such as unauthorized home-to-office travel, which would be considered vehicle misuse.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; Texas Administrative Code, Title 19, Education; and Texas Transportation Code.
- B. The policy establishes standards for the safe use and operations of Golf Carts and ATVs on University premises.
- C. LU provides Golf Carts and ATVs to employees so that job-related duties can be performed. Golf Carts or All-Terrain Vehicles are used to transport equipment and people, patrol the campus grounds, make deliveries, and provide campus maintenance activities. This policy establishes consistent procedures regarding:
 - 1. Vehicle Operating Standards
 - 2. Supervisor Responsibilities
 - 3. Department and Driver Responsibilities
 - 4. Operator Requirements and Standards
 - 5. Golf Cart and ATV Condition and Standard Safety Features
 - 6. Accident Reporting Procedures.
- D. Compliance with this policy ensures the safe operation of Golf Carts and ATVs for the campus community. This policy does not apply to Football Tailgating Golf Cart and ATV usage, which is covered in Football Tailgating Regulations.

III. DEFINITIONS

- A. **Golf Cart.** Refers to a motor vehicle designed by the manufacturer primarily for use on a golf course. Source: Texas Transportation Code, 551.401.

- B. **All-Terrain Vehicle** or **ATV**. Refers to a motor vehicle that is:
- Equipped with a seat or seats for the use of the driver and passenger(s)
 - Designed to propel itself with three or more tires in contact with the ground
 - Designed for off-highway use
 - Not designed primarily for farming or lawn care
 - Not more than 50 inches wide.

Source: Texas Transportation Code 551.001(1).

IV. PROCEDURES

A. Approval to Purchase Golf Carts and ATVs

1. All Golf Cart and ATV purchases must be approved by LU's Department of Risk Management and LU Police Department (LUPD) before purchase can be finalized. The University may cancel Golf Cart or ATV purchases that have not been approved beforehand by Risk Management and the LUPD.

B. Vehicle Operating Standards

1. To operate a University Golf Cart or ATV, an LU employee must be trained and certified. The Golf Cart and All-Terrain Vehicle Training Program is provided by LU's Department of Environmental Health & Safety (EHS) & Risk Management.
2. Golf Cart and ATV operation is governed under the Texas Transportation Code. While operating on the roadways, all Texas Transportation Codes apply. Operators are subject to the rules of the road, including stopping, turning, and safe operation. Golf Cart or ATV operators observed in violation of these rules can be cited by the police. The LUPD on campus is responsible for enforcing these statutes.
3. Drivers must have a valid Driver's License with a satisfactory driving record and an updated Request to Drive University Vehicle on file with no major traffic offenses.
 - Golf Carts and ATVs are to be operated at speeds no greater than 25 MPH or as safety concerns demand. Operators should always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the Golf Carts and ATVs safely.
 - Golf Cart and ATV operators will stop at all "blind intersections" and then proceed with caution.
 - Golf Carts and ATVs will be operated within the confines of LU property and surrounding city streets.
 - Golf Carts and ATVs are to be driven on an improved surface unless a non-improved surface is the only available way to gain access to the specific area where work is being performed. If the Golf Cart or ATV must be on a landscaped area in order to allow a pedestrian(s) the proper right-of-way, the vehicle should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear.

- Golf Carts and ATVs will be operated in such a manner that does not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps, or roadways. In that respect, Golf Carts and ATVs will be operated on service drives and roadways whenever possible rather than on sidewalks designed primarily for pedestrian use.
- Golf Carts and ATVs will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians.
- Pedestrians will be given the right-of-way at all times.
- Golf Carts and ATVs will not be parked:
 - In Fire Lanes
 - In Handicap Parking
 - In Reserved Parking
 - Within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic
 - On sidewalks or ramps that would impede handicap accessibility.

C. Supervisor Responsibilities

1. Supervisors will assure that each employee in a department who operates a Golf Cart or ATV is properly advised of this policy.
2. Drivers must have a valid Driver's License with a satisfactory driving record and an updated Request to Operate University Vehicle on file with the Department of EHS & Risk Management.
3. Supervisors should make sure that all employees have completed the Golf Cart and All-Terrain Vehicle Training Program prior to the use of a Golf Cart or ATV.
4. Each department will implement procedures for the control of Golf Cart and ATVs registered to that department. Procedures may include the use of a "sign-out log" for keys to the Golf Cart or ATV.

D. Operator Requirements and Standards

1. No one under the age of eighteen (18) will operate a Golf Cart or ATV.
2. Golf Cart and ATV operators are responsible for the security of ignition keys during the time a Golf Cart or ATV is assigned to them. Any time a Golf Cart or ATV is unattended, the ignition will be turned off, and the key will be removed from the ignition and kept in the possession of the authorized operator.
3. Golf Cart and ATV operators are not permitted to drive while under the influence of alcohol or drugs, with open beverage containers, or while wearing devices that impede hearing (e.g., stereo headsets, earplugs, etc.).
4. All passengers must be in seats designed for such use. No passengers are allowed to be

transported in the truck beds or on the sides of Golf Carts and ATVs with the exception of the transport of an injured person secured on a backboard.

5. Cell phone usage while driving a Golf Cart or ATV is prohibited.
6. LU employees will not operate Golf Carts or ATVs registered to other University departments unless the supervisor of the department to which a Golf Cart or ATV is registered has granted prior approval.
7. When Golf Carts and ATVs are not in use, the parking brake will be engaged.

E. Golf Cart and ATV Standard Safety Features

1. Golf Carts and ATVs registered to University departments will be equipped and maintained with working headlights and taillights (two red lights, one each located on the opposite sides at the rear of the Golf Cart or ATV that stay on during night operations). All Golf Carts and ATVs purchased after 07/01/2022 are required to have electric turn signals and an amber strobe lamp installed at the highest point of the vehicle.
2. The physical condition of Golf Carts and ATVs should appear to be “good condition” (no dents, dings, cracked fenders, etc.).
3. For Golf Carts and ATVs equipped with seatbelts, these must be worn by all passengers while the vehicle is in motion.
4. Golf Carts and ATVs operated at night must have electric turn signals. Hand signals are acceptable for daytime operation.
5. Reflective tape will be placed on the front and rear bumpers for easier visibility at night.
6. Golf Carts and ATVs will display an Orange Triangle denoting a slow-moving vehicle and “Slow Moving Vehicle” signs.
7. Golf Carts and ATVs must be equipped with functional and working windshields, mirrors, horns or bells, and safety equipment.
8. Golf Carts and ATVs will not be modified in any manner that affects the recommended mode of operation, speed, or safety of the Golf Carts or ATVs.

F. Accident Reporting Process

1. All accidents involving Golf Carts and ATVs will be reported immediately to the supervisor of the department to which the Golf Cart or ATV is registered and to the LUPD regardless of whether property damage or personal injury occurred.
2. The operator must complete the What to Do If This Vehicle Is Involved in an Accident Form and submit the form to EHS & Risk Management within 12 hours of the incident.

3. Upon completion of the investigation, depending on the extent of negligence, the driver may lose all privileges to operate Golf Carts and ATVs on campus.
4. If an injury was sustained, a Supervisor's Report of Incident, Injury, or Illness Form must be completed and sent to the Workers' Compensation Claims Coordinator in LU's Office of Human Resources within 12 hours of the incident.

V. RENTAL GOLF CART

- A. This policy applies to all rented Golf Carts & ATVs.
- B. Rental Golf Carts must have rental insurance since LU does not provide physical damage coverage for rental carts. The department renting the cart is responsible for any damage done by the rental cart.

VI. INSURANCE

- A. LU provides liability insurance for University-owned Golf Carts and ATVs.

VII. RESPONSIBILITY FOR GOLF CART AND ATV MAINTENANCE

- A. Each Golf Cart and ATV operator is responsible for providing timely notification of safety and maintenance concerns to the supervisor of the department to which the Golf Cart or ATV is registered.
- B. Supervisors will be responsible for seeing to the timely repair of such concerns. If the Golf Cart or ATV cannot be operated safely without these repairs taking place, the Golf Cart or ATV will be taken "out of service" until the repairs are completed.
- C. The department to which the Golf Cart or ATV is registered is responsible for the cost of maintenance of the Golf Cart or ATV.
- D. The registered department is responsible for the cost of repairing damage to the Golf Cart or ATV.
- E. The registered department is responsible for maintaining the condition of the Golf Cart or ATV so that the appearance of the Golf Cart or ATV is "good condition" (no dents, dings, cracked fenders, etc.).

VIII. PRIVATELY OWNED GOLF CARTS AND ATVs

- A. Except for the Football Tailgating provision, the use of privately owned Golf Carts or ATVs on LU property is strictly prohibited.

IX. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Financial Officer

Review Schedule: Every three years on or before September 1

X. APPROVAL

Mark Robinson	08/07/2024
Chief Financial Officer	Date
Dr. Jaime R. Taylor	08/12/2024
Lamar University President	Date

POLICY LOG

Revision Number	Date	Description of Changes
1	07/18/2022	Version created.
	07/19/2022	Version approved by President.
2	08/07/2024	At request of LUPD Chief of Police, strengthened references to Texas Transportation Code (Section IV.B.2) and safety features (Section IV.E).
	08/12/2024	Updated policy approved by President.