

Title	Golf Cart Use		
Classification	Administrative	Oversight & Responsibility	Office of the VP & CFO; Operations & Resilience
Category	Health, Safety & Environment	Effective Date	2008 Jun 16
Approval	Executive	Policy No	1045

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

NOTE: The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

Policy Statement

Royal Roads University is committed to providing its employees with a safe work environment. Where golf carts are used to transport persons and/or goods on campus, they must be operated in safe manner and regularly maintained to ensure they are roadworthy.

Procedures

Operation of golf carts will only be permitted for faculty, staff, learners and visitors who have been trained and certified in their safe operation by RRU.

Where special arrangements have been made for a Dean or Director to be assigned a golf cart for ongoing use by one of their faculty, staff or learners, the Dean or Director will be responsible to ensure their operators have completed golf cart orientation and safety training. The Director of P&ER will be responsible for the allocation of golf carts, their regular maintenance, and providing orientation and safety training for all golf cart operators. Allocation of golf carts will depend on availability of vehicles and appropriateness of use for the purposes intended.

With respect to ongoing golf cart assignments, the Dean of a faculty, Director of a school, or Director of a department will also ensure that procedures are in place for the following:

- Maintaining a check-out/check-in record showing operator's name, cart number, date, time out and time in
- Providing secure custody of golf cart keys to prevent unauthorized use of carts
- Ensuring vehicles are re-charged on a daily basis, using only acceptable GFCI outlets
- Reporting golf cart mechanical problems or hazardous conditions to the P&ER department as soon as they are identified

The operation of golf carts will be in compliance with the manufacturer's owner/operator manual, WorkSafeBC regulations and RRU safe operating procedures. All operators will complete orientation and training on the safe operation of these vehicles and be able to demonstrate the ability to safely operate a golf cart. Training will be conducted by specially trained and qualified staff representatives. All training will be documented and retained on file in the offices of P&ER for review. Operators will be provided with documentation as proof of orientation and training.

Refresher training will be provided every three years, or earlier if there has been an incident that would dictate retraining.

Operation of Golf Carts

1. Golf carts are not permitted to be operated on any roads outside of the campus properties.
2. Unless specifically authorized by the Director of P&ER for off-road use, all golf carts will be operated on existing campus roadways and paths, observing the correct direction of travel on campus roads as they are designated for all other motorized vehicles. The exception to this procedure is when golf carts are used by Campus Security for attending to emergencies.
3. Golf carts may not be used between the time of ½ hour before sunset or ½ hour after hour sunrise unless the golf cart is equipped with headlights, turn signals, brake lights and reflectors.
4. Golf carts must not be operated when hazardous weather conditions exist. i.e. ice, snow, lightening storms or when wind conditions may pose falling tree hazards.
5. No person shall operate a golf cart while impaired with drugs, alcohol or prescription drugs nor shall they use any cell phones, iPods or other electrical communication or music listening devices.
6. Smoking is not permitted in golf carts.
7. Only one person per designated seat space is allowed for operator and passengers in the golf cart. All parts of their body i.e. arms, legs, feet, etc. must be inside the golf cart while in operation.
8. The maximum load of operators, passengers and hauled materials must not exceed the allowable weight limit for the golf cart. If in doubt, check with P&ER.
9. Pedestrians always have the right-of-way. When operating the golf cart in pedestrian areas, such as in front of the Grant Building, the golf cart vehicle speed will not exceed the speed of a person walking.
10. Specific operating restrictions:
 - i. Free wheeling of golf carts is not permitted at any time.
 - ii. When driving down hill, brake pressure must be engaged during the entire downward action to maintain a speed equal to a person walking.
 - iii. Golf carts must not be used to tow or winch.
 - iv. Operators must not travel across slopes parallel to the horizon, to avoid risk of roll-over.
11. Safety instructions:
 - i. Before each use, operators are to perform a safety check of the golf cart, in accordance with training provided by P&ER.
 - ii. If the golf cart needs repair or maintenance, the operator must complete a hazard form (provided with the golf cart) and notify P&ER.
 - iii. If the golf cart is unsafe to drive, the operator must secure a “Do Not Operate” tag (provided with the golf cart) to the steering wheel and notify P&ER.

Review and Revision History

Date	Action
2008-Jun-16	Approved by Executive; current published version
2021-Oct-13	Transfer to new template – no content change
Next Review	
2011-Jun-16	For review