



CART (GOLF, UTILITY, STREET LEGAL) SAFETY POLICY

05.400

Authority: Chancellor

History: Established September 1, 2010
Revised December 13, 2016

Source of Authority: GS 116-44.4

Responsible Offices: Purchasing Services, Parking and Transportation, Environmental Health & Safety

I. Purpose

This policy establishes roles, responsibilities and standards regarding the purchase, transfer, registration, and safe operation of carts (golf, utility and street legal) on the University of North Carolina Wilmington (UNCW) campus.

II. Scope

This policy applies to all departments and employees, students, contractors, their employees, volunteers and vendors that own, purchase, transfer or operate carts outside enclosed construction areas. It does not apply to law enforcement and other emergency service vehicles performing their normal work related activities.

III. Policy

The use of carts can be a sustainable and economical alternative to traditional vehicle use on campus. The purchase, use and operation of carts on the UNCW campus shall be allowed only when a true business need is established and the conditions within this policy are met. This policy establishes professional and consistent appearance standards for all carts on campus and ensures that all persons who operate such vehicles do so in a safe and responsible manner.

IV. Definitions

Golf Cart – A vehicle that travels with speeds of 25 mph or below, does not have a Vehicle Identification Number and is designed primarily for off-road use. UNCW is no longer purchasing golf carts (see street legal carts below).

Utility Cart – A cart such as a Toro workman, John Deere Gator or similar vehicle that is used for general utility, dock and turf work but is not considered a golf cart or SLC.

Street Legal Cart (SLCs) – Otherwise known as, neighborhood electric vehicle, low speed vehicle or street legal golf cart. These vehicles have a Vehicle Identification Number and are legally registered as a motor vehicle. Additionally, all applicable traffic laws and regulations apply to these vehicles.

V. Purchase and Transfer

The purchase or transfer of all carts, whether new or used, shall be limited to those cases where an actual business need can be established.

Application to purchase such vehicles shall be made by submitting a ***Utility Vehicle Purchase Request Form*** in uShop to ensure they meet the following requirements:

- A. All purchases must be reviewed and approved by the division's Vice Chancellor, or the Chief of Staff for areas that report to the Chancellor.
- B. All campus purchases must be reviewed and approved by the Chancellor's office, after approval is received by the division's Vice Chancellor.
- C. All purchases must meet Facilities' Garage Operations current minimum specifications to ensure maintainability and safety.
- D. Cart transfers must be reported immediately to Fixed Assets in the Controller's Office. The Controller's Office will notify Garage Operations, Environmental, Health & Safety, Risk Management and Parking of the transfer. Transfers must be approved by the division Vice Chancellor.
- E. The charging station location for electric vehicles and the storage location of gasoline or diesel powered vehicles must be approved by Facilities, in consultation with Environmental Health & Safety as needed. The cart owner is responsible for contacting Facilities.
- F. Only SLCs or utility carts shall be purchased or transferred by UNCW departments. Golf carts can no longer be purchased or transferred.
- G. All SLCs purchased will be white in color.

VI. Registration and Markings

All carts shall be registered and identified in accordance with the following guidelines, no later than 30 days following purchase. As of January 31, 2017, all carts must meet the following requirements.

- A. It is the department's responsibility to title, tag and register all SLCs. Additionally, departments shall insure all carts (golf, utility and SLC). Titles shall be maintained by Fixed Assets in the Controller's Office.
- B. Departments must register all carts with Facilities using the [Garage Equipment/Vehicle Identification Record](#).
- C. Departments are responsible for having all carts marked with the UNCW standard decal package. The decals will be applied by Printing Services.
- D. Departments shall purchase a Service Vehicle Parking Permit through UNCW Parking for all SLCs and golf carts. The permit must be affixed to the cart per UNCW Parking requirements.
- E. Departments are responsible for routine maintenance on all carts to maintain safe operation. Garage Operations or Environmental Health & Safety can deem any cart unsafe for use on campus until repairs have been made and immediately remove it from service.

VII. Operation

All carts must be operated in a safe and responsible manner. At a minimum, the following guidelines must be followed:

- A. Operators must have a valid North Carolina driver's license or the state of their residence.
- B. Operators must follow all North Carolina and UNCW traffic regulations and ordinances.
- C. All golf carts and SLCs must operate on the roadways and not on sidewalks, courtyards, or turf with the following exceptions:
 - 1. Travel while leaving the charging location or arriving at the destination, provided roadways are used between these two points.
 - 2. Making a delivery that is not within 25 feet of building entrances.
 - 3. Special events and tour exceptions granted by Environmental Health & Safety after a [Special Use Exemption for Golf and Utility Carts Form](#) is submitted and approved.
- D. Utility carts should be operated on the roadways when they are not performing tasks that require them to be on the turfs or sidewalks.
- E. Operators of UNCW carts must be employees.

- F. Carts shall not be operated between the hours of dusk and dawn unless they have operable head, tail and brake lights.
- G. Adherence to specified weight limits shall be maintained. Carts shall not be overloaded with people, equipment, or other objects.
- H. Personal carts are not permitted on campus except as permitted under the ADA regulations and statutes with prior approval from Environmental Health & Safety by submitting a [*Special Use Exemption for Golf and Utility Carts Form*](#).
- I. Golf and utility carts shall be operated at the far right-hand side of the vehicle lane, using care to yield to bicyclists.
- J. All cart-related accidents that result in damage or injury must be reported to the department head, UNCW Risk Management and UNCW Police immediately.
- K. Operators of contractor owned carts must be employees of the contractor.
- L. Contractors wishing to operate carts on campus must receive prior approval from Environmental Health and Safety by submitting a [*Special Use Exemption for Golf and Utility Carts Form*](#).

VIII. Parking

All carts must comply with [UNCW Parking Regulations](#) with the following exceptions:

- A. Carts may be parked at locations where they are designated for charging or inside fenced storage areas under the direct control of the responsible department. At all other times, carts must be parked in parking spaces.
- B. Golf and utility carts (not SLCs) may park near building entrances on the turf, when parking spaces are not available. They should not be parked within 25 feet of a pedestrian entrance to the building or on the sidewalk.

IX. Training

All operators must comply with this cart policy and be trained to safely and responsibly operate carts. Training must occur before employees operate any cart and if an accident or near miss occurs that indicates the need for retraining. Departments must maintain records that document the name of the employees who have been trained and the date of training. Environmental Health & Safety conducts golf and utility cart training on a periodic basis. Training can be conducted by a department with approval from Environmental Health & Safety. Contractors should contact Environmental Health & Safety and arrange training for their operators.

X. Review

This policy will be reviewed and updated periodically.