

Golf Cart/Utility Cart Policy (Use of electric or gas powered carts and/or similar utility vehicles)

Policy Purpose

This policy provides guidelines for the use of electric or gas-powered carts, golf carts, utility carts, low-speed vehicles and /or similar type vehicles (hereafter collectively referred to as “Carts”) on the Berea College Campus. The intent is to establish proper safety procedures and practices for the operation and maintenance of carts) and to promote and provide for a safer environment for students, faculty, staff and visitors to the campus.

Policy Statement

All members of the college community operating carts on property under the jurisdiction of Berea College, including students, faculty, and staff are covered under this policy. Utility cart operators must meet the following criteria before operating a utility cart on the Berea College campus:

- Successfully complete the cart safety training program that includes, completion of the online training class and a demonstration of the operator’s ability to safely drive the cart. (Operator’s training will include a signing of a statement of understanding).
- Cart Operator privileges will be renewed every three (3) years based on the operator’s original training date. Recertification includes completion of the online training program.
- Manufacturer operating manual/instructions shall be maintained in each vehicle
- Cart operators must be at least 18 years of age and have a current driver’s license
- The carts may only be driven on the wider specified campus sidewalks, paved pathways, and parking areas. Drivers must stop until pedestrians walk around them while keeping off the grass.(see map)
- The carts are not permitted to be driven on the street (public highway), but if access to a campus location necessitates the need to cross a street, all traffic laws must be followed. Crosswalks, if available, must be used when driving a cart across a street.
 - Exception: If a cart is licensable as a vehicle in the State of KY. Then it is permitted to be driven on the street with the expectation that the operator of this type of cart, operates the cart in accordance with State and Federal traffic laws.

- Cart operators are prohibited from operating carts inside, under, or through the confines of campus buildings. Carts shall not be parked inside campus buildings unless a special area has been designated and is recognized as a cart parking area.
- Carts must not be used during inclement weather unless designated as essential response equipment and approved by the Department Vice President for special response activities. For the purpose of this policy, inclement weather is defined as high winds, iced pavement, flooding, and severe electrical storms.
- Carts must be driven at a slow speed compatible with pedestrian traffic.
- **Cart operators must keep a proper lookout for pedestrian traffic and fixed objects. Operators must be cautious, courteous, and drivers must stop until pedestrians walk around them while keeping off the grass**
- All cart safety features must be intact and kept in good working order.
- All cart occupants must be seated and keep all limbs inside the cart at all times.
- Carts are not to be overloaded by carrying more passengers than seating provided or overloading the cart's recommended carrying or load capacity.
- Cart operators cannot wear headsets or use cell phones while driving a cart.
- Cart operators are responsible for the ignition keys for the period of time in which they are in the vehicle. **Keys shall not be left in the carts.** The parking brake must be set when leaving a cart parked.
- College owned carts are to be used for College business only.
- Use of all tobacco products is prohibited in campus carts.
- Any accident or incident involving a campus cart shall immediately be reported to both Public Safety and the department responsible for the cart. Operator driving privileges may be suspended until an accident investigation is completed. Maintenance issues shall be reported to the responsible department.

Departmental Responsibilities

- The Department responsible for the cart will keep all preventative maintenance and repair records related to the cart. Departments are responsible for keeping all original equipment and safety features in good working order.
- The Department is responsible for providing a safe and secure area for vehicle storage
- The Department is responsible for all cart regular maintenance and repairs and will schedule an annual safety inspection with Facilities Management
- Departments must clearly mark their carts to indicate ownership. Marking will include the official college seal, Department name, and a cart identification number. Facilities Management will provide the markings to assure uniform identification is being used.
- The Department will provide for an adequately ventilated area for battery charging. Do not allow smoking in cart storage, recharging, or gas filling areas. Battery charging, service, and maintenance shall be done in accordance with manufacturer's instructions. Battery service and maintenance areas shall be equipped with appropriate protective equipment (safety goggles, gloves, acid neutralizer, eye wash facilities)
- All new cart acquisitions must meet the minimum safety features found in the National Highway Safety and Traffic Administration (NHSTA) Standard 500 (49 CFR Part 571.500). ***As of the effective date of this policy, the purchase of used, remanufactured or transferred (from another College department) carts not meeting this standard is prohibited.***
- Departments operating carts shall assure that all operators have been trained.

Enforcement

Failure to comply with the procedures detailed in this policy may result in disciplinary action, including but not limited to termination of cart operating privileges.

Attachment 1: Main Campus Map: RED highlights approved sidewalks



Campus Map Key

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|---|--|---------------------------------|------------------------------------|
| 16 Admissions – Haaga House | 58 Gardens and Greenhouses | 20 Phelps Stokes Chapel | Residence Halls |
| 28 Alumni Building | 37 Goldthwait Agriculture Building | 23 President's House | |
| 49 Bell Hooks Institute | 42 Hafer-Gibson Nursing Building | 18 Presser Hall | |
| 45 Bera College Visitor Center & Shoppe | 10 Hall Science Building | 19 Rogers-Traylor Art Buildings | |
| 38 Central Plant | 46 Historic Boone Tavern Hotel & Restaurant | 9 The Scabury Center | |
| 1 Child Development Laboratory | 22 Home Management House | 31 Stephenson Hall | |
| 11 Danforth Chapel (Draper Building) | 3 Hutchins Library | 15 Sturt Cottage | |
| 32 Danforth Technology Building | 6 Jelkyl Drama Center | 43 Sunshine Ballard Cottage | |
| 11 Draper Building | 17 Knapp Hall | 53 Union Church | |
| 30 Edwards Building | 25 Lincoln Hall | 26 Woods-Penniman | |
| 29 Emery Building | 43 Log House Craft Gallery | Visitor Parking | |
| 36 Facilities Management | 40 Mueller Student Crafts Building | P Visitor Parking Lot East | |
| 27 Fairchild Hall | 48 Office of Human Resources | P Visitor Parking Lot North | |
| 35 Farm Store | 47 Office of Integrated Marketing & Communications | P Visitor Parking Lot South | |
| 33 Fee Glade | 50 Office of Sustainability | P Boone Tavern Guest Parking | |
| 24 Frost Building | | | |
| 57 Frost Cottage | | | |
| | | | 51 Anna Smith Residence Hall |
| | | | 4 Bingham Residence Hall |
| | | | 39 Blue Ridge Residence Hall |
| | | | 7 Dana Residence Hall |
| | | | 5 Danforth Residence Hall |
| | | | 52 Deep Green Residence Hall |
| | | | 2 Ecovillage |
| | | | 21 Elizabeth Rogers Residence Hall |
| | | | 54 James Residence Hall |
| | | | 41 Kentucky-Talcott Residence Hall |
| | | | 56 Kettering Residence Hall |
| | | | 8 Parsons Residence Hall |
| | | | 55 Seabury Residence Hall |