Policy
It shall be the policy of UW-River Falls that no employee of any department may operate a campus utility vehicle outside the guidelines of this policy. This policy and its rules will be discussed with each employee on an annual basis.

It is the policy of Risk Management at UW-River Falls to promote a safe and healthful working environment. As with any other transportation vehicle, golf carts, Rangers, Gators and other service vehicles that are used regularly or occasionally on campus must be operated in such a way as to safeguard employees, students, and visitors from potential risks. The following rules must be observed by all drivers of these vehicles on campus.

Definitions:
This policy does not apply to any vehicle that is licensed for operation on Wisconsin roadways. Each excluded vehicle type is covered by other operational policies or laws governing their usage. “Golf cart” for the purpose of this document includes rangers, golf carts, gators and any other off-road service vehicle.

Authority
The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The VCBF is responsible for the administration of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Procedure
Rules of Operation:
1. Each operator is accountable for ensuring that their own operation of golf carts is performed safely and within the rules described within this document. Unsafe operation of golf carts may result in serious injury and/or death of the operator, passengers or other persons.
2. Golf carts are to be used only by authorized personnel (possessing a valid driver’s license) and only for university business. (Exemptions to this rule may be made in extreme cases based on a special request to the Risk Management Department from the affected department in the event a current employee has their driver’s license suspended.) Personal use of golf carts is specifically prohibited. Transporting unauthorized personnel is strictly prohibited.
   a. Prior to operating any departmental golf cart, the personnel will be required to read, comprehend and sign the Off-Road Utility Vehicle Safety Policy.
3. All operators will obey all traffic regulations. If hazardous operation of a utility vehicle is observed, the operator may be cited and prohibited from future utility vehicle operation.

4. Operate golf carts at a slow, safe speed at all times. Speeds must be reasonable, prudent and in no event so fast as to endanger people or property. A good Rule of Thumb: Golf carts should never exceed a brisk walking pace (approximately 5-10 mph) when operating on campus sidewalks. Racing, stunt driving and general horseplay will not be tolerated.

5. Any accident or incident that results in personal injury or property damage shall be immediately reported to the employee’s supervisor and the UWRF Police Department.

6. Golf carts are permitted to cross public streets and roadways only at pedestrian crosswalks. When crossing public streets and roadways at pedestrian crosswalks, operators must bring their vehicle to a complete stop, check for vehicle and pedestrian traffic, and cross when the way is clear and safe for operation.

7. Whenever possible, golf carts should be kept off landscape and turf areas.

8. Golf carts are permitted to travel on campus concrete sidewalks and roadways not specifically closed to vehicle use. Sidewalks may be closed to golf cart travel if they are too narrow, too close to buildings, or compromise pedestrian safety. The University Police Chief or the Director of Facilities Management may determine which sidewalks or roadways may be closed to golf cart traffic. Whenever possible, operators will utilize campus roadways and trails.

9. Pedestrians have the right-of-way on campus sidewalks at all times, and golf carts must yield to pedestrians.

10. Do not park golf carts on sidewalks so as to block or restrict pedestrian travel.

11. Golf cart operators shall not permit any more passengers than what is designated by the manufacturer of the vehicle. Seatbelts, if available, must be properly worn.

12. Passengers must not be permitted to ride in an unsafe manner. No sitting or standing in the cargo area. No riding on backs, fronts, sides, or in an attached trailer. Keep arms and legs inside cart while vehicle is moving.

13. Do not operate a golf cart if the service (foot) brake, parking brakes, or other critical components are inoperable or defective. Report any defects or maintenance needs to a supervisor.

14. Operation of golf carts at night is prohibited, except when the vehicle is equipped with head and taillights and such lights are illuminated during operation.

15. Remove keys, lock and cover (where appropriate) golf carts when unattended.

16. The vehicle operator is responsible for returning the vehicle to its proper storage area. Keys and equipment are to be returned to the proper location.

17. Keep the interior of golf carts clean. Remember to throw away any paper or trash that may have accumulated during use.
18. Cargo that is transported by utility vehicles must not protrude from the sides of utility vehicles and must be adequately secured to prevent accidental cargo loss during transit.
19. Unauthorized operation, and/or operation by persons who have not been authorized by a UWRF institutional authority, is prohibited. Violations may result in disciplinary or legal action.
20. Violations of this policy may result in disciplinary action up to and including termination of employment.

UTILITY VEHICLE OPERATOR

STATEMENT OF KNOWLEDGE, COMPREHENSION, AND COMPLIANCE

I have read, understand, and will comply with the RULES OF OPERATION FOR UTILITY VEHICLES.

These rules have been discussed with me by my supervisor. I understand that if I neglect to follow any of the stated rules, I may lose utility vehicle operation privileges and disciplinary or legal action(s) may be taken against me.

Operator (please print)

______________________________
Signature

______________________________
Date

______________________________
Supervisor
Supervisor’s Record of Semester Review of Rules: Write in dates of subsequent reviews of the Rules of Operation with this employee.

Date

University Responsibilities
Risk Management Officer
Police/Parking Director
Facilities Management Director

Department/Unit Responsibilities
Supervisors will be responsible for ensuring that all their employees complete the “Utility Vehicle Operator” form and adhere to all rules of operation.

Contact
Please direct questions about this policy to administrative-policy@uwrf.edu.