

## **Golf/Utility Cart Policy**

The operation of golf carts and other motorized equipment on campus is only allowed during execution of legitimate college work and only trained, approved Santa Fe employees or associated personnel are allowed to operate them. Transportation of College employees, students, or visitors is prohibited without prior consent or approval at the time of training.

### Eligibility

The Safety Coordinator will maintain a list of approved individuals. Only after completing each of the following steps will an applicant become eligible to operate a golf/utility cart on campus:

1. Complete a Request for Authorization to Drive form and return it to the Safety Coordinator along with a copy of the applicant's driver's license.
2. Read this policy in full, sign it, and include it with the Authorization Request form.
3. Complete cart operation training with a designated trainer.
4. Return documentation that training has been completed to the Safety Coordinator.

### Training

Cart training must include the overview of this policy and a training PowerPoint. You will be required to sign an acknowledgement of receipt of this policy and then submit to a driving test which will be documented by your trainer. No one may operate a golf cart until training paperwork has been received by the safety coordinator. Failure to abide by this rule will result in suspension of driving privileges.

### Record Retention

All training records will be maintained by the safety coordinator so long as the approved individual is employed by or associated with the College and their position requires the operation of a golf/utility cart. All terminated employee records will be kept for one year after their departure. The list of persons approved to operate carts will be checked and updated annually. Additions will be made as needed.

### Concourses

Access to the concourse area during class hours (7:30AM to 10:00PM) in the execution of normal duties should be limited to the routes that yield the shortest distance on the concourse and a return by the same route. This means that operators should use the exterior road system within our parking lots to get close to their destination and then use the concourse or core sidewalks for a limited distance, cautiously. Access to the concourse area during class changes with motorized equipment is only allowed for emergency situations and caution should still be taken for the safety of students and staff.

Motorized vehicles of any kind operating on the concourse must:

1. Be driven no faster than walking speed.
2. Slow at every intersection, restriction or blind corner.
3. Yield the right of way to pedestrians.
4. Consider all concourse intersections as four-way stops.
5. Have their governors, if applicable, set at walk speed.



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Emergency situations are defined as:

1. Response to a medical emergency
2. Response to a fire or life/safety emergency
3. Major power or utility interruption

Core Sidewalks

Sidewalks within the core of campus, in conjunction with the external parking lot road system, should be used to reach the inner buildings without traveling the concourses. Motorized vehicles operating on these sidewalks should be driven no faster than walking speed when approaching pedestrians and must yield the right of way to pedestrians.

Delivery or Movement of Furniture or Equipment

Deliveries involving furniture or equipment that require access to the concourse as well as other support equipment or forklifts will not be accepted during the morning class periods (7:30AM to 12:00PM) due to the sheer volume of students present on the concourse between classes. These deliveries must be coordinated with Facilities Services and/or the Santa Fe College Police Department. At no time is a delivery vehicle allowed to block access to, or more specifically fire egress from, any building. Delivery trucks and equipment such as forklifts must be accompanied by a spotter while on the concourse or where pedestrians are encountered.

Corrective Action

Failure to abide by the entirety of this policy may result in departmental disciplinary action and will require refresher training through Safety and Risk Management. Infractions that represent a clear safety threat to students or staff will result in a suspension of driving privileges equal to the infraction.

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Employee Signature

*By signing below, I affirm that I have read, understand, and agree to abide by the golf/utility cart policy for Santa Fe College. I have had all of my questions answered and been informed where to find this information again should I wish to review it.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_