SERV Response Vehicle
POLICIES AND PROCEDURES

I. BACKGROUND
It is the policy of SERV to promote a safe and healthful working environment. As with any other transportation vehicle the golf cart must be operated safely to ensure the wellbeing of those using the vehicle. The following rules must be observed by all drivers of the golf cart.

II. POLICY
It shall be the policy of SERV that no person may operate the golf cart outside the guidelines of this policy.

III. DEFINITIONS
The terms; “Golf cart;” “SERV Cart;” or “Cart” for the purpose of this document refers to the SERV quick response vehicle.

IV. GUIDELINES
1. Use “reasonable care” to secure the vehicle when not in use.
   i. Securing of all doors and windows and locking the vehicle
   ii. Maintaining vehicle key on you at all times.

2. Vehicle flasher(s), and head lights must be on while the vehicle is moving.

3. Vehicle usage during inclement weather, such as snow or ice, etc. will be determined by the SERV Chief of Operations and/or the Public Safety Supervisor. A “Grounded” order will be issued if usage becomes unreasonable or dangerous and no keys will be issued and active use will be recalled.

4. Obey all traffic regulations.
   i. Including the observation of all traffic signs and signals.
   ii. Operate the golf cart at a reasonable, safe speed at all times
   iii. Keep arms and legs inside the cart while it is moving

5. Never operate a vehicle while impaired
   i. Including influenced by alcohol
   ii. Illegal drugs, prescribed or over-the-counter medication
   iii. Illness, fatigue or injury
   iv. Never operate a vehicle when using a walkman, ipod, cell phone
6. Never exceed 15 mph on University properties and reduce speed on walkways and in pedestrian areas to 5 mph. Pedestrians have the right-of-way on campus sidewalks at all times and golf carts must yield to pedestrians.

7. The golf cart is permitted to travel on the campus’ paved paths not specifically closed to vehicle use. Recognizing the emergency usage nature of the vehicle off path/road usage is permitted when there are no alternatives. **Whenever possible, the golf cart should be kept off of landscape and turf areas.**

**Paths may be closed to golf cart travel if they are too narrow, too close to buildings, or compromise pedestrian safety. The Chief of Public Safety or SERV Chief of Operations may determine which paths may be closed to golf cart traffic.**

8. Do not park the golf cart on paths so as to block or restrict pedestrian travel unless required for delivery of emergency medical services. The golf cart may be parked in parking spaces designated for automobiles or SERV vehicles.

9. The golf cart is to be used by authorized personnel (possessing a valid driver’s license) and only for official SERV operations. Personal use of golf carts is specifically prohibited.

10. Passengers riding in the golf cart must be seated. Vehicle operators shall not permit passengers to ride in an unsafe manner.

11. No person shall ride sitting or standing in the cargo area or in a trailer attached to the vehicle.

12. Promptly report any accident or incident that results in personal injury or property damage to the Public Safety Communications, and the SERV Chief of Operations.

13. Do not operate the golf cart if the brakes or any other critical components are inoperable or defective.

14. Any objects, transported on the golf cart, that extend beyond the vehicle body must be flagged or otherwise marked at the ends.

15. When the fuel gage gets down to ¼ tank, the vehicle must be refueled. To refuel, contact Public Safety and request that an officer meet you at the gas pumps, located near the facilities garage. The cart has been assigned a log labeled “SERV Cart.” Fill in the gallons added and the current hours.
16. Vehicle Maintenance. Every 200 hours the SERV Cart requires service which will be performed by Facilities. Public Safety SERV coordinator should be notified that service is required.

V. Inspection

1. Vehicles should be inspected at least once a week to ensure the cart is not in need of repair, maintenance or is unsafe to operate. Please post the attached recommended inspection form on the vehicles as a reference for items that should be inspected.

2. Items recommended for weekly inspection are shown below. Please print and post this checklist on the vehicle where it is readily visible for use. Any condition found during the inspection making the golf cart unsafe to operate will be reported immediately and corrected prior to golf cart operation. Vehicles will not be operated with any defect that would prevent safe operation. Maintain a copy of completed inspections for one year.

3. Routine inspection should include:
   i. Check the appropriate fluid levels.
   ii. Tire inflation and tread wear.
   iii. Lights, reflectors and mirrors.
   iv. Horn, windshield wipers and gauges.
   v. Foot and hand breaks.
   vi. Seat belts.

VI. Storage and retrieval

1. Unless assigned for duty the SERV Cart will be stored at the Department of Public Safety in the covered garage adjacent to Student Health Services. The vehicle keys will always be stored within Public Safety when not in use.

2. When retrieving the cart for use, the assigned SERV member will personally advise Public Safety communications, and will request and sign out the keys for the SERV Cart.

3. Upon returning the cart to the garage, the key must be returned to Public Safety. Failure to do so may result in you being required to immediately return to Public Safety. Lost or stolen keys should be reported immediately.

4. If the cart has been used in inclement weather or ground conditions result in a dirty or mud laden exterior or interior it will be the responsibility of the operator to clean the vehicle prior to returning it.
VII. Supervisory staff requirements

1. The SERV Chief of Operations and SERV Training Officer are responsible to:
   i. Provide golf cart operators with specific instructions and training in the
      safe use of golf carts on campus.
   ii. Furnish a copy of this policy to all assigned vehicle operators.
   iii. Verify that personnel understand this policy and the vital importance of
        operating the vehicle in a safe and approved manner.
   iv. Instruct personnel in the operation and maintenance of the golf cart,
       including operator safety inspection, and maintenance/repair procedures.
   v. Maintaining all vehicle logs and service records

VIII. Violations of this policy may result in disciplinary action and/or loss of Vehicle
       privileges.

*** Original Policy & Procedure ***

September 8th, 2007