



# GOLF CART OPERATION POLICY

Golf carts are primarily utilized for convenient travel. Carts are utilized to assist in transporting passengers, goods and services about the main campus grounds. The slow speed and small size of the vehicle grants access to points on campus not accessible to road certified vehicles. Through a department head, golf carts are available for use by cart authorized students, faculty, staff and volunteer drivers. Vehicles may only be used in order to facilitate official college business, student life, athletic, and academic activities. Personal use is not allowed.

## AUTHORIZED GOLF CART DRIVER DEFINED

An **authorized golf-cart driver** is defined by the College as any person whom operates a college owned, rented or leased golf cart and said driver possesses all of the following requirements: Must be at least 18 years of age, possess a valid United States driver’s license, have possessed a driver’s license for a minimum of 2 consecutive years, maintain an approved driver history, successfully review the SC Golf Cart Policy (signed and dated by the driver).

Signed and dated Golf Cart Policies are to be issued to the SC Department of Public Safety to be filed with the driver’s driver history.

## ROAD RULES FOR GOLF CART OPERATION

1. Only an SC authorized golf cart driver is permitted to operate the vehicle.
2. Carts are not to exceed 12 mph. As a guide try not to exceed the speed of a brisk walking pace or jog.
3. Drive slowly around turns and down hills.  
**When approaching a corner** (especially a blind corner with an obstructed view), slow the vehicle to a walking pace and or stop. Proceed only when it is safe and clear to do so. Be conscious of *cutting corners* on paved walkways. All tires should remain on paved surface when making the turn.  
**When traveling down an incline**, remove foot from accelerator, cover the brake and maintain the approved speed.
4. Pedestrians always have the right-of-way. The golf cart is a guest on all sidewalks.
5. Carts are to cross streets at crosswalks only. Carts should never travel on a city street (including the breakdown lane).  
The only exception for this rule occurs when crossing Sheffield Street traveling to and from main campus and Facilities and Campus Services (on Portsmouth St.). This type of crossing of Sheffield Street is to occur from the entrance/exit of Lot 3 to and from the east entrance/exit of Portsmouth St. Portsmouth Street is a private way and travel on this Street is permitted. Obey all local and state traffic laws. Pedestrians and larger vehicles have the right of way (pull over and let them pass).
6. Keep hands, legs, feet and arms inside the confines of the golf cart. When physically able, all occupants should be holding on with, at a minimum, one hand.
7. Passengers are limited to those that fit within the manufacturer’s installed seating area. Tilt beds, flat beds and vehicles in which seats have been removed; are not intended for passenger use.
8. When operating vehicle at night, vehicle must be equipped with a light source which is illuminated whenever vehicle is occupied or in motion. If a single light source is used, it must be mounted and visible from 360 degrees.
9. Without the express approval of the Chief of Police or the Director of Athletics, at no time should vehicle be driven on any athletic field surface.
10. Vehicles should never enter a building (garage facility is the only exception).
11. Never leave the keys in a golf cart when vehicle is unattended by authorized driver.
12. Without the express approval of the Chief of Police, a golf cart should never travel on Rally Hill (behind the Administration Building). At no time should a cart ever be at the bottom of Rally Hill (regardless of how access was gained).
13. Without the expressed approval of the Chief of Police or Director of Grounds: Do not drive on grass unless taking an elderly or disabled passenger to a specific location within the grassed area. Be conscious of *cutting corners* on paved walkways. All tires should remain on paved surfaces when making turns.

## LOSS OF DRIVING PRIVILEGES

The following offenses will result in: suspension, termination or none acquisition of SC driving privileges as well as appropriate disciplinary action.

- 1) Failure to obey College’s Transportation Service Policy (See Procedures A – L).
    - 1a) Failure to obey, trip/vehicle use, guidelines which have been applied by the SC Department of Public Safety and or an SC faculty or staff member with direct oversight of the trip or vehicle use.
  - 2) Failure to obey federal, state or local traffic laws and regulations.
  - 3) Operating a motor vehicle without the immediate possession of a valid driver’s license.
  - 4) Operating a College owned, rented, or leased vehicle outside the scope of the destination and school related activity.
  - 5) Operating a College owned, rented, or leased vehicle without proper seatbelt usage.
  - 6) Operating a College owned, rented, or leased vehicle with passenger total exceeding the vehicle manufacturer’s installed seating area.
  - 7) Operating a College owned, rented, or leased vehicle in a reckless or unsafe manner.
    - 7a) Operating or parking a College owned, rented, or leased vehicle upon surfaces not designed or intended for vehicle travel may be considered reckless or unsafe. These surfaces include but are not limited to restricted access areas, sidewalks, grass and athletic fields/venues.
  - 8) Operating a College owned, rented, or leased vehicle while under the influence of alcohol or drugs.
  - 9) Driving which results in the intentional destruction of property.
  - 10) Failure to promptly report an accident involving a College owned, rented, or leased vehicle to your supervisor and the Department of Public Safety and or Purchasing Department.
  - 11) Failure to promptly report any motor vehicle violation/citation received while utilizing a College owned, rented, or leased vehicle to your supervisor, SC Department of Public Safety and or Purchasing Department.
  - 12) Failure to report: the receipt of any major violations or the suspension or revocation of his/her driver’s license.
  - 13) Receipt of two or more violations\* within the past 12 months.
  - 14) Receipt of three or more violations\* within the past 36 months.
  - 15) Receipt of any major violation\*\*.
- \* Violations include but are not limited to: speeding, driving without license, at fault crash/collision etc.  
 \*\* Major violations include but are not limited to: OUI (Operating Under the Influence), Speed in excess, Hit & Run, Vehicular Man Slaughter/Homicide and Reckless Driving.

Springfield College reserves the right to deny vehicle usage for any other offenses not mentioned above.

Name (printed): \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Driver’s Lic. State: \_\_\_\_ # \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
I have read the SC Golf Cart Operation Policy in its entirety. I understand that my privilege to operate a golf cart may be revoked should I at any time violate the policy and or don’t meet the criteria necessary to be an authorized golf cart driver. By providing my driver’s license information and my signature, I understand that investigative background inquiries may be made on me concerning matters of motor vehicle information. I understand that the College may be requesting information from various Federal, State, and other agencies which maintain records concerning past activities relating to my driving records.

Signature: \_\_\_\_\_ Today’s Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_