



**OLD DOMINION
UNIVERSITY**

**GOLF CART SAFETY
PROGRAM**



**Environmental Health & Safety
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I. Introduction:

The proper operation of electric or gas-powered golf carts is required of all employees of Old Dominion University. The information and instructions included in this document will enable operators of golf carts to avoid situations that may compromise their safety or the safety of those in the vicinity of the vehicle, and avoid damaging the vehicle or any of its accessories. Although the safe operation of these vehicles is not mandated by any regulations or laws, the policies set forth by the Administration of Old Dominion University will act as the guidelines for all ODU employees who must:

- use golf carts for work purposes
- provide service to golf cart vehicles

II. Purpose:

- The purpose of this document is to ensure that golf cart operators are aware of the hazards that exist when operating a golf cart and to prevent unnecessary damage or injuries that result from their misuse.

III. Policies:

- Operators must possess a valid drivers license.
- Operators without a valid drivers license shall pass a golf cart driving test before being allowed to operate a golf cart.
- All operators must attend golf cart safety training.
- All operators must pass a written test administered after training.
- Golf carts are not registered vehicles and shall not be driven on city streets.
- City streets should be crossed at marked crosswalks.
- Crossing Hampton Boulevard should be avoided. (if you must cross, cross at 43rd, 45th, 47th, or 49th)
- Do not exceed the maximum safe occupancy (usually 2 or 4).
- No modification should be done to golf carts without the approval of the manufacturer.
- Do not exceed maximum safe speeds, particularly in areas with high pedestrian traffic.

IV. Responsibilities:

Environmental Health and Safety - EH&S is responsible for providing training, and administering the written test and driving test if necessary.

Department Supervisor - The department supervisor is responsible for ensuring that all employees in their department who use or service golf carts attend the required training.

Employee Operators - Having passed the test(s), operators are responsible for operating their golf cart vehicle according to the instructions set forth in this plan.

Maintenance Personnel - Maintenance personnel are responsible for providing necessary maintenance to golf cart vehicles according to the manufacturer's specifications.

V. Training

Golf cart safety training shall include, but not be limited to, the following information:

- The policies contained in this program.
- Responsibilities of those involved in the program.
- An introduction to the golf cart's controls and their function.
- Inspection procedure follow prior to starting the golf cart.
- Proper conduct for driving the golf cart.
- Steps to take when leaving the cart unattended.