1. **Purpose**

The purpose of this policy is to establish the standards for procurement, operation, and on-going maintenance of University golf carts.

1. **Policy Statement**

Per Procurement Services’ Procedure 110-010, Vehicles / Rolling Stock / Motorized Equipment, Facilities Management’s approval is required for the purchase of all vehicles, rolling stock and motorized equipment to include the purchase of golf carts.

In the case of golf carts, all requests must come from the cognizant Budget Unit Director, via the Associate Director of Facilities Management, to the Vice President for Administration and Finance for approval.

1. **Definitions**

**Golf Cart** – a small, gas or battery powered low speed vehicle originally designed for use on a golf course

**University Vehicle** - Any vehicle owned by the University, including University Police vehicles, service vehicles, golf carts and other licensed or unlicensed vehicles or equipment

1. **Procedure**
2. To procure a golf cart, departments must submit the following information, in a single package, to the Vice President for Administration and Finance, via the Associate Director of Facilities Management.
	1. Formal quote – Quote listing the cost of the golf cart along with an itemized list of required and optional items for the proposed purchase
	2. Color profile picture of the golf cart intended for purchase
	3. Justification of why the purchase is necessary, to include who will be utilizing the golf cart and why walking or an alternate means of transportation is not feasible. Also include information on:
		1. Whether the proposed purchase is a replacement or new purchase
		2. Where the department intends to park / charge (in the case of electrics) the cart
		3. What, if any, equipment the requesting department requests be installed by the Vehicle Support Center (see Golf Cart Requisition form, below)
	4. Budget code for the labeling and numbering of the cart, addition of required/additional equipment, and ongoing preventative maintenance
	5. Stipulate that the cart will be operated in compliance with:
		1. Environmental Health and Safety department’s Golf Cart Safety Program to include golf cart safety training for all operators of the golf cart <http://www.odu.edu/content/dam/odu/offices/environmental-health-safety/docs/unlicensed-vehicle-safety-program.pdf>
		2. University Policy 3230 Vehicular Access to University Property <http://www.odu.edu/about/policiesandprocedures/university/3000/3230>
		3. Risk Management’s Reporting State & Rental Vehicle Accidents <http://www.odu.edu/riskmanagement/vehicle>
3. Golf carts must be street legal and adhere to University requirements:
	1. Brake lights and front and rear lights,
	2. Standard suspension height up to a maximum of 9” between road surface and bottom of bumper and standard tires/wheels
	3. Body color – blue (note, golf carts are not permitted to be wrapped)
	4. Roof color – blue or white
	5. The following required items can be installed by the vendor or, more inexpensively, by Facilities Management’s Vehicle Support Center
		1. Windshield
		2. Horn (for safety – not to move pedestrians out of the way)
		3. Pedal lock
		4. Low speed vehicle placard
		5. Optional equipment such as side curtains can also be purchased via vendor or Vehicle Support Center
	6. All vehicles must be labeled (University and department names) and assigned a vehicle number (work to be performed by Facilities Management; charges will apply)
4. If an approval is received from the Vice President for Administration and Finance, Procurement Services and the department will be notified and the requesting department may then proceed with the normal procurement processes.
	1. Golf carts (and all new vehicles) must be delivered to the Vehicle Service Center where the following actions will take place:
		1. Labels and vehicle number will be affixed to the golf cart
		2. For gas golf carts, a key fob will be set up for use of the Facilities’ gas pump
		3. Golf cart will be added to the University vehicle listing
		4. For purchases of $5,000 or more, Department of Finance will be notified so golf cart can be added to University Fixed Asset Listing
		5. Preventive Maintenance schedule established for the vehicle – the bi-monthly maintenance will ensure the safety and longevity of the vehicle. Maintenance charges will be charge, via IDT to the owning department.
5. Departments wishing to obtain a golf cart from Property Control must follow the same steps as above (with the exception of the requirement for obtaining a price quote). Once approved, the golf cart will be turned over to Facilities Management’s Vehicle Support Center to perform an inspection, ensure the golf cart is compliant with University requirements, relabeled, and records updated.
	1. Follow Procurement Services policies regarding disposing / obtaining equipment from Property Control <https://www.odu.edu/procurement>

**Golf Cart Request Form**

Department Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Justification for Purchase

Is this a replacement Vehicle? Yes \_\_\_\_ No \_\_\_\_

* If yes, has an asset turn in form been submitted and existing golf cart been turned over to Property Control? Yes \_\_\_\_ No \_\_\_\_
* If yes, what is/was the vehicle number of the golf cart turned in \_\_\_\_\_\_\_\_\_\_\_

Where will the vehicle be parked/charged (if electric golf cart) when not in use? (If it is intended to park the vehicle in a lot or parking deck, please attach a copy of the agreement with Transportation and Parking Services.)

Please attach the following:

* Formal quote (itemized price listing of the cart and list of required items)
* Color profile picture of the golf cart

For Department Head Only

Please acknowledge that you will ensure that, if purchase approved:

* Vehicle will be initially delivered to the Facilities Management, Vehicle Support Center, 4401 Powhatan Ave., Norfolk, VA 23529
* The golf cart will be operated in compliance with Environmental Health and Safety department’s Golf Cart Safety Program, University Policy 3230 Vehicular Access to University Property, and Risk Management’s Reporting State & Rental Vehicle Accidents.
* Vehicle will be made available for its bi-monthly preventive maintenance inspections (charges will apply) in a timely manner.

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Department Head Signature Date

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Print Name