



WESTERN CONNECTICUT STATE UNIVERSITY

Low Speed Vehicles

Procedure: S-121

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Please direct any questions or comments about the applicability of this document to Pano Koukopoulos, Director of Environmental Health & Safety

1.0 Introduction

This policy establishes requirements for the procurement, maintenance and operation of golf carts and other low speed vehicles (hereinafter “LSVs”) (i.e., “Golf-Carts,” “GEM’s,” “Gators,” and comparable utility vehicles) on the grounds of the Western Connecticut State University.

2.0 Purpose and Applicability

The purpose of this policy is to regulate the procurement and use of LSVs and enhance the safety of our faculty, staff employees, students, visitors, and University property. All members of the WCSU community are subject to this policy including students, staff, and faculty. Employees of University contractors who utilize LSVs owned or leased by the University shall be subject to this policy as well. The policy:

- Discusses the appropriate use of LSVs;
- Establishes requirements pertaining to the operation of LSVs;
- Establishes requirements for maintenance and repair of LSVs;
- Establishes requirements for LSV identification; and
- Establishes operator and supervisor responsibility.
- Establishes a training program and procedure

3.0 Definition

Low Speed Vehicle: A motor vehicle that has a gross vehicle weight rating (“GVWR”) of less than 3,000 pounds and whose speed attainable in one (1) mile is more than twenty (20) miles per hour and not more than twenty-five (25) miles per hour on a paved level surface. Examples include but are not limited to: Golf Cart, Gator, Gems, Athletic Training Carts, ETC.

4.0 Use of Low Speed Vehicles

LSVs may be used at the University for a variety of purposes for which larger vehicles may be less well-suited, including, but not limited to:

- Transportation of persons with physical disabilities;
- Transportation of items long distances that are too large/bulky to be carried by hand;
- Transportation of University guests or VIPs;
- Emergency response;
- Access to areas where a licensed vehicle may have difficulty navigating;
- Avoidance of damage to sidewalks, landscaping or other property that may occur with traditional licensed road-use vehicles; and
- Landscape, maintenance and agricultural use.
- Building Maintenance/HVAC Operations

5.0 Operator Requirements

All authorized operators of LSVs shall meet the following requirements before operating an LSV on the grounds of Western Connecticut State University.

- Operators must possess a valid U.S. driver's license and be at least eighteen (18) years of age. Approved operators shall immediately notify their supervisor if and when their driver's license is suspended or revoked. Operators who are contractor employees shall immediately notify their supervisor if their driver's license is suspended or revoked.
- Operators shall have knowledge of and comply with the state of Connecticut motor vehicle laws;
- Undergraduate students may operate LSVs with the following additional restrictions:
 - Undergraduate students assigned to operate LSVs must be employed by the University through the Office of Financial Aid and Student Employment.
 - Undergraduate students operating LSVs will be subject to all the requirements of the LSV Policy applicable to University employees.
 - In addition, students will be subject to the University Student Code of Conduct. Any violations will be reported to the Office of Judicial Affairs

Volunteers, visitors, and all other individuals shall not be permitted to operate LSVs on University grounds.

6.0 Vehicle Operating Standards

The following standards shall apply to the operation of LSVs on University property:

- The operator of any LSV shall carry his or her valid Connecticut motor vehicle operator's license while operating such LSV.
- Operation of LSVs shall be limited to **ONLY** daylight hours.
- No LSV shall be operated on any street or highway where the posted speed limit is more than twenty-five (25) miles per hour.
- The speed limit for LSVs operating on pedestrian ways and bike ways shall be five (5) MPH. LSVs shall be operated at speeds not greater than fifteen (15) MPH on roadways, and shall be operated at lesser speeds as conditions dictate.
- Operators shall consider the terrain, weather conditions, visibility, and existing pedestrian and other vehicular traffic which may affect the safe operation of the vehicle.
- Although LSVs may be operated off-road when being used for official business, they should be operated on roadways or walkways whenever possible. When operated off- road, LSVs shall be operated at low speeds (not exceeding five (5) MPH) that allow stopping time in the event of unexpected pedestrians or other obstacles.
- Operators shall stop at all blind intersections. They will also stop when rounding the corners of buildings when the LSV is being operated off-road or on walkways.

- Operators shall ONLY cross White Street at the 2 designated cross walks. Operators shall first come to a complete stop, then press the button to activate the flashing lights, only when the lights are activated and oncoming traffic has come to a complete stop, the LSV driver may proceed across White Street.
- Pedestrians shall be given the right-of-way at all times. LSVs shall be operated with the utmost courtesy, care, and consideration for the safety of pedestrians.
- LSV operators shall be diligent and pay particular attentions to the needs of disabled persons, as limitations in vision, hearing and/or mobility may impair the ability of such persons to see, hear, or move out of the way of vehicles.
- Operators shall be responsible for the security of the ignition key while an LSV is assigned to them. Anytime an LSV is unattended, the key shall be removed from the ignition and kept in the possession of the authorized operator.
- LSV operators shall not be permitted to drive while wearing devices that impede hearing, such as stereo headsets or earplugs. **LSV operators shall not talk on the phone or text while driving.**
- LSV operators shall come to a complete stop before crossing a roadway or proceeding through intersecting sidewalks or other areas that may have blind spots.
- All passengers shall be seated in seats designed for such use. No passenger shall be allowed to be transported on the bed, back or side of the LSV except for medical emergency transportation.
- LSVs shall never carry more passengers than the number of seat belts in the vehicle, except for medical emergency transportation.
- LSVs shall not be parked:
 - in handicap accessible or otherwise reserved spaces;
 - on any walkway that constitutes a pedestrian travel route except when temporarily parked on walkways while the operator is performing work-related duties inside the building; or
 - in such a way that blocks any building entrance or exit.

7.0 Department Administrative Responsibilities

Department supervisors shall:

- Advise each employee under his or her supervision who operates an LSV of this policy.
- Arrange for all operators to review the pertinent LSV owner's manual and receive appropriate hands-on training prior to operating an LSV.
- Obtain from each operator a fully-executed copy of the "Low Speed Vehicle Operator Acknowledgment" form located in Appendix A and a copy of the driver's license for each person operating an LSV on University property; and
- Send a copy of the fully-executed "Low Speed Vehicle Operator Acknowledgment Form" to the Environmental Health and Safety Office located in University Hall

8.0. Maintenance Responsibilities

- Each LSV operator shall be responsible for providing timely notification of any safety and/or maintenance concern to his or her supervisor.
- Supervisors shall be responsible for arranging for the timely repair of the LSV when problems are reported. If timely repairs cannot be made, the LSV shall be taken out of service until the repairs are completed. All maintenance and repairs to University-owned LSVs shall be administered by Environmental and Facilities Services
- Individuals operating LSVs shall be responsible for the cleaning and non-mechanical maintenance of the vehicles.

9.0 Accident Reporting

Any accident involving an LSV shall be reported to the operator's supervisor, or, if the operator is a contractor employee, to their supervisor and WCSU's Police Department. The supervisor or the employee shall contact Environmental and Facilities Services at 203-837-9309 within forty-eight (48) hours of the accident, regardless of fault, and whether or not the accident has resulted in damage or personal injury. The supervisor or the employee shall also complete an accident report located in the EFS Office.

Low Speed Vehicle Operator Acknowledgment Form can be accessed in Appendix A below or in the EFS Office.



Appendix A:

Western Connecticut State University

Low Speed Vehicle Acknowledgement Form

Introduction

Golf carts have become a necessary transportation device for many departments and are used for many types of work purposes. In an effort to increase the safety of employees, students, and visitors, and to avoid situations that may cause injury or damages to vehicles, the following Golf Cart Safety guidelines were developed.

Purpose

The purpose of these guidelines 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 or lack of caution.

Safety Guidelines

- Always **check behind the vehicle** before backing up. (Do not rely on mirrors, rear windows or memory)
- Secure any cargo or tools that have been loaded into the golf cart
- Back up slowly
- Remain seated and hold on while the vehicle is in motion. (wear seatbelts if provided)
- Warn passengers of any upcoming turns or bumps
- Drive only as fast as conditions allow --- use caution during bad weather conditions
- **Slow Down and use extreme caution during:**
 - Turns
 - Blind corners
 - Parking lots, main roadways, and crowded areas
- Always give pedestrians the Right---of---Way
- Avoid squeezing through narrow passages or tight spaces, especially in parking lots (when in doubt, take another route)
- Keep all limbs in the vehicle until it comes to a complete stop
- Watch for potholes, dips and uneven surfaces
- Be mindful of pedestrians and other vehicles at all times – especially in parking lots, crosswalks and main roadways
- Do not overload cart with passengers or cargo
- When parking, engage the parking brake – take keys with you
- Report any maintenance problems, such as brakes or leaks, to your departmental supervisor
- Discontinue use of golf cart if any safety systems are not working properly

- Report any accidents to Public Safety immediately and to your supervisor
- Use of headphones is prohibited
- Texting should *never* be done while driving! Pull over and stop if cell phone use is necessary
- Golf carts are to be used for University related business within the campus area vicinity

- When traveling along or across main roadways throughout the campus area, be extra cautious of the street vehicles around you, and designated crossings whenever possible. Push aside rain flaps for clearer view of oncoming traffic



Western Connecticut State University

Low Speed Vehicle Acknowledgement Form

Golf Cart Safety Guidelines Acknowledgement

Employee Name: _____ Phone: _____

Department: _____

By signing below I acknowledge that: (please check all that apply)

_____ I have read and understand the Golf Cart Safety Guidelines

_____ I understand the hazards associated with driving golf carts and agree to abide by the safety guidelines.

_____ I have been provided with the opportunity to ask questions related to these guidelines.

_____ I understand that failure to follow these guidelines could result in corrective action.

_____ I understand that this certification is valid for one year or as needed based off driving performance

Employee Signature

Date

Supervisor's Signature

Date