

Beloit College Utility Vehicle and Golf Cart Policy

The Utility Vehicle and Golf Cart Policy contains the operating and safety requirements for all utility vehicles or golf carts used, rented, leased, or owned by Beloit College. Utility vehicles or golf carts (hereinafter referred to as carts) may be gasoline, diesel, or electronically fueled, open to the environment, or fitted with a cab or cover. This policy applies to all staff, faculty, students, vendors, or guests who operate carts on Beloit College property or while conducting Beloit College business in other locations. Drivers must be approved and trained by the Security Office, receive a copy of this policy, and acknowledge they have read and understand the policy by signing below or on the Attendance Sheet if applicable. Facilities staff will receive training specific to their occupational use of the carts.

- The use of Beloit College carts is generally restricted to faculty, staff, students, and vendors who are directly associated with the college and are conducting college business. To be approved as a driver of a Beloit College cart, you must meet the following eligibility requirements.
 - You must be 18 years of age.
 - Hold a valid U.S. driver's license which must be submitted to Security via:
 - [Golf Cart Driver-only form](#) - Golf Carts Only
 - [Driver Record Check Form](#) – Golf carts, fleet, personal vehicles while on college business.
 - Complete the required Beloit College in-person UTV or Golf Cart Training at least once.
- All cart drivers shall comply with all Wisconsin traffic laws and Beloit College policies.
 - Carts are not licensed or insured for street use and must not be driven on city streets. Limited street access required to access areas that do not have sidewalks, or to complete work at Strong Stadium, may occur with supervisor approval.
- Drivers are responsible for conducting a pre-trip inspection of any cart before use to ensure the vehicle has enough fuel, air in the tires, working lights, turn signals, etc. Drivers should report any damage that they have noted during the pre-trip inspection to their supervisor before moving the vehicle.
- Vehicles shall not be operated in a manner that may endanger the driver, passengers, pedestrians, or other individuals or cause damage or harm to the Beloit College property.
- To ensure the safety of all members of the Beloit College campus, drivers must comply with the following general safety rules for the use of carts. Departments may have additional requirements depending upon the use of the carts.
 - Passengers are limited to those who fit within the manufacturer's installed seating area. Passengers are not allowed to ride in non-seated areas including areas designed to haul equipment or materials.
 - Carts are only authorized to be driven on sidewalks wide enough to accommodate the vehicle on the sidewalk. Speed should be limited to that of a walking pace whenever pedestrians are present.

- Drivers shall at all times yield to pedestrians. Pedestrians should never be forced to move from a sidewalk to make room for a cart that is either moving or parked.
- Appropriate hand signals must be used if the vehicle is not equipped with turn signal indicators. ← Left, ↑ Right, ↓ stop
- Drivers and passengers must be seated at all times and keep hands, arms, feet, and legs within the confines of the cart while in motion unless the driver is using a left hand and arm to indicate turn and stop signals.
- Seat belts must be worn if installed in the cart.
- Drivers are not permitted to drive while using cell phones or other devices or wearing devices that impede hearing, such as headphones, earplugs, etc.
- Smoking or vaping is not permitted in carts.
- All carts driven between sunset and sunrise must be equipped with headlights and tail lamps in good working order.
- Carts shall only be operated within the boundaries of the main campus unless specifically authorized by a supervisor.
- Special care must be exercised while driving through parking lots where drivers and passengers may be at risk of being struck by another vehicle.
- Items transported on carts must be appropriately secured.
- To prevent damage or theft of carts, the following parking and storage rules must be observed by all drivers.
 - When leaving carts unattended, remove the ignition keys and secure the parking brake; never leave keys in the cart.
 - Carts shall not park in a wheelchair-accessible parking space or drop-off lane and shall not impede normal pedestrian flow on roadways, no parking zones, loading docks, ramps, and sidewalks.
 - All carts must be appropriately parked, secured, and locked after daily operation. Keys must be turned in to the designated office at the end of the day or event.
- **Any** incident occurring while using carts or resulting damage to a cart or other property must be reported to the Security Office immediately (608-363-2355). Unsafe operation and/or a failure to report a cart incident may result in the suspension of driving privileges or other disciplinary action.

My signature indicates I have read and understand the contents of this document. If I have questions about this policy or the use of carts, I understand I can contact my supervisor or the Security Office. I further understand if I operate a cart in an unsafe manner or violate the policy regarding the use of carts, I may have my driving privileges suspended and may be subject to disciplinary action.

Name: _____

Date: _____

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