

## Acquisition and Use of Golf Cart-Type Vehicles

- Authority** This Guide Memo was approved by the Vice President for Business Affairs & Chief Financial Officer and the Vice Provost for Land & Buildings.
- Applicability** This policy applies to all Stanford University employees and students who use the specified vehicles for official business and/or for disability-related need. For policies applicable to authorized visitors, alumni or contractors, see *Safety Guidelines: Operation of Rented or Personally-Owned Golf Cart-Type Vehicles by Authorized Visitors, Alumni or Contractors* at [http://www.stanford.edu/dept/EHS/prod/mainrencon/occhealth/golfcart/golfcart\\_safety.htm](http://www.stanford.edu/dept/EHS/prod/mainrencon/occhealth/golfcart/golfcart_safety.htm).
- This policy applies to the entire Stanford University campus and Medical Center.
- Summary** This Guide Memo outlines policy on operation of University golf cart-type vehicles. Section headings are:
1. PURPOSE AND DEFINITION
  2. AUTHORIZED USE
  3. APPROVED AND PROHIBITED AREAS
  4. ACQUISITION
  5. SAFETY
  6. VEHICLE MAINTENANCE
  7. ACCIDENT REPORTING
  8. ELECTRIC VEHICLES
  9. ENFORCEMENT OF POLICY
- 1. PURPOSE AND DEFINITION**
- a. **Purpose** – This policy provides guidance regarding the acquisition and valid business use of golf cart-type vehicles on the Stanford University campus. The policy establishes a method for the University to track the registration of golf cart-type vehicles, limits the valid business use, and addresses the associated risk management issues.
  - b. **Definition** – This policy covers motorized vehicles including golf carts and other 3- or 4-wheeled vehicles that are powered by electric or internal combustion motors. This policy does not apply to tractors or other machinery, or to the Stanford University Golf Course golf carts.
- 2. AUTHORIZED USE**
- a. **Policy** – The acquisition and use of golf cart-type vehicles at Stanford University is limited to Stanford departments and operating units with valid business use.
  - b. **Valid Business Use** – Valid business use is described as:
    - Transporting personnel/equipment/supplies for University purposes
    - Transporting employees/students with temporary or permanent disability-related needs

Student use of golf cart-type vehicles for personal transportation, other than for disability-related need or SURE Escort Services, is prohibited on campus.
  - c. **Employee/Student Operator's Agreement** – Supervisors are responsible for assuring operators have a valid driver's license and sign the *Departmental Golf Cart-Type Vehicle Operator's Agreement* each year. The *Departmental Golf Cart-Type Vehicle Operator's Agreement* is available on the Environmental Health & Safety web site at [http://www.stanford.edu/dept/EHS/prod/mainrencon/occhealth/golfcart/golfcart\\_agree.htm](http://www.stanford.edu/dept/EHS/prod/mainrencon/occhealth/golfcart/golfcart_agree.htm). Records must be retained for one year.

### 3. APPROVED AND PROHIBITED AREAS

a. **Approved Areas on Campus** – Golf cart-type vehicles are restricted to designated streets and paths on the Stanford University campus. See the University's Service and Delivery Map for approved routes at <http://transportation.stanford.edu/transportation/images/servicemap.pdf>.

b. **Prohibited Areas on Campus** – The following areas are off-limits to all vehicles, including golf cart-type vehicles:

- Inner quad courtyard of the Main Quad complex
- All covered arcades (e.g., in the Main Quad, Green Library, Old Union)

Exception: Use of golf cart-type vehicles in these restricted areas is permitted in cases of medical need, and for deliveries if no other access is available.

c. **Prohibited Areas off Campus** – If there is a need to operate off campus, Public Safety must be contacted for legal requirements. Operation of Stanford-owned golf cart-type vehicles is prohibited on municipal streets unless the provisions outlined in the following California vehicle code sections are met: 345, 4019, 21716, 21115.

d. **Parking** – Parking is allowed only on hard, covered surfaces (e.g., asphalt, concrete, brick). The following are prohibited:

- Parking on soft surfaces such as landscaping, unpaved surfaces, tanbark-covered areas
- Blocking entrances to buildings, stairways, disability ramps, or main thoroughfares
- Chaining vehicles to trees

### 4. ACQUISITION

a. **Procurement** – Procurement of golf cart-type vehicles shall be in accordance with Administrative Guide 57.2, University Vehicles, [http://adminguide.stanford.edu/57\\_2.pdf](http://adminguide.stanford.edu/57_2.pdf).

b. **Specifications** – Whenever feasible, Stanford University recommends the purchase of electric-powered vehicles instead of internal combustion engine vehicles.

New vehicles must include the following safety features:

- Rear view mirrors
- Turn indicator signals
- Back up beepers
- Head lights
- Brake lights
- Horn

c. **Registration** – New golf cart-type vehicles must be delivered to the Stanford University Garage for registration with the following information:

- Name of school/department/operating unit
- Make and type of vehicle
- Serial number of vehicle
- Business purpose

d. **Identification** – All Stanford-owned golf cart-type vehicles must have an official University logo bearing the department's name clearly visible on the vehicle. The University Paint Shop applies the logos to the vehicles.

- e. **Security** – See Guide Memo 28.6, Protection of Property, for security measures. Public Safety can also be consulted about appropriate security measures.

## 5. SAFETY

- a. **General** – Vehicles shall not be operated in a manner that may endanger passengers or other individuals or harm Stanford University.
- b. **Speed Limits** – Operators shall not exceed speed limits for motorized vehicles. Operators must reduce speed on walkways and in pedestrian areas. In crowded pedestrian areas, operators must park or proceed at a slow walking pace.
- c. **Passenger Limit and Load Capacity** – Do not exceed the passenger limit and load capacity designated by the vehicle's manufacturer.
- d. **Passenger Safety** – Passengers must keep their head, legs and arms within the cab.
- e. **Enforcement** – Public Safety may cite drivers for violations.

## 6. VEHICLE MAINTENANCE

Supervisors shall ensure that vehicles are routinely inspected and maintained as recommended by the vehicle manufacturer to ensure that they are in proper working order.

If the vehicle becomes disabled and is left in an unofficial location, the driver should leave a note on the vehicle indicating its problem to alert Public Safety that the vehicle is receiving attention.

## 7. ACCIDENT REPORTING

Report all vehicle accidents to Public Safety and the supervisor in the vehicle's department.

Summon 9-911 if any parties are injured.

## 8. ELECTRIC VEHICLES

- The University Electric Shop and Housing's Maintenance Shop, in coordination with the University's Planning Office, are responsible for identifying appropriate locations for charging stations and their installation. If new facilities are to have vehicle-charging stations, their locations should be addressed during planning.
- Electric vehicles will be recharged at locations designated for such use.
- Use of extension cords from inside buildings to vehicles is prohibited.

## 9. ENFORCEMENT OF POLICY

Public Safety enforces the appropriate and safe operation and parking of golf cart-type vehicles and may issue tickets accordingly.

Improperly parked vehicles may be towed, "booted" or otherwise disabled by Public Safety.

Additionally, failure to follow this policy may result in disciplinary action.