

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

OPERATING COLLEGE NON-MOTORIZED VEHICLES

This procedure provides guidelines for the operation of electric or gas-powered carts, golf carts, gators and/or similar type vehicles (carts) on College campus properties. This procedure establishes proper safety practices, which will promote safe operations and provide our students, faculty, staff and visitors a safe environment.

PRIORITIES

All members of the College community are governed by this procedure to include students, staff, faculty, and vendors. All operators of carts must meet the following criteria before operating a cart owned, leased, rented or borrowed by Schoolcraft College.

1. Possess a valid U.S. driver's license and be at least 18 years of age.
2. Driving record will be checked annually according to College Procedure 5120.1.
3. Approved operators shall immediately notify their supervisor, if and when, their driver's license is suspended or revoked.
4. Have knowledge and comply with the State of Michigan motor vehicle laws.
5. Successfully complete the Utility Cart Safety Training module on SafeColleges annually.

CART OPERATION RULES

Carts shall be operated with the utmost courtesy, care, and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at **all** times. Pedestrians as defined in this document refer to persons walking, jogging, bicycling, or those in wheelchairs or mobility assistance devices.

Carts shall be operated in accordance with the following specific rules:

1. Before operating a utility cart the operator must inspect the vehicle for the following:
 - a. Mirrors, damage, and that they are adjusted properly.
 - b. Tires - inflated properly and that they have tread left on them.
 - c. Batteries - inspected for leaking, damage, corrosion.
 - d. Windshield - not cracked or broken.
2. Utility carts must be operated within the confines of the College premises only.
3. All carts must travel in the direction of the flow of traffic and must obey all campus traffic regulations and signs.
4. Carts should not be operated on sidewalks at speeds which exceed 10 miles per hour. Speed should be reduced to compensate for inclines, turns, pedestrians, and weather conditions.
5. Passengers in the utility vehicle must be and remain seated while the vehicle is moving. Vehicle operators must not permit passengers to ride in an unsafe manner. Standing in the cargo area or riding on backs, fronts, or sides is strictly prohibited.
6. Utility carts may not be overloaded. Know the maximum load weight that your vehicle can handle and make sure your load is secure from falling or shifting while the cart is moving.
7. Carts shall not be parked within 20 feet of the entrance or exit of any building, except at loading docks. Golf carts may not block emergency equipment, pedestrian aisles, sidewalks, doorways, intersections, or the normal flow of traffic.
8. All occupants in the vehicle shall keep hands, arms, legs, and feet within the confines of the vehicle while it is in motion.
9. Special care shall be taken while driving carts through parking lots to observe traffic and vehicles pulling in/out of parking spaces. Operator will cross in the crosswalk or at the corner whenever possible, or use existing driveways.
10. Operators may not wear headphones, use cell phones or use/operate any other device that may cause a distraction.
11. Utility carts should not attempt to pass other motor vehicles, including other moving golf carts.
12. Operators must use the safety mirrors before backing up to ensure pedestrian safety. If necessary get out of the cart to assure

that the path behind you is clear.

13. Operators must slow down and reduce speed before turning or passing through narrow openings.
14. Operators must obey and observe all vehicle traffic laws, such as lane travel, stop signs, legal passing of other vehicles, and yielding to pedestrians.
15. Drivers of these vehicles must remain seated while the vehicle is moving.
16. Utility carts that need repair should be brought to the Grounds Department immediately so that repairs can be made.

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