

Reed College Golf Cart/Utility Vehicle Safety Manual

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Table of Contents

1.0 Scope and Purpose	2
2.0 Responsibilities of Positions	3
2.1 Environmental Health and Safety Department (EHS)	3
2.2 Supervisor	3
2.3 Operators	3
2.4 Passengers	5
3.0 Accident Reporting	5
Appendix 1 Golf Cart Start-up Checklist	5
Appendix 2 ADR Disclosure and Release Form	6
Appendix 3 Golf Cart/Utility Vehicle Driver Hands-on Training	7
Appendix 4 Cart Access Map	9



1.0 Scope and Purpose

This program provides guidelines for the operation of golf carts and utility vehicles on Reed College campus properties. In this program, golf carts and utility vehicles will be referred to as vehicles. Drivers of vehicles will be referred to as operators. This program establishes procedures and practices to promote safe operations of these vehicles by staff, faculty, students, and visitors.

The purpose of this program is to establish standards for the vehicles at Reed College. These vehicles include those used within maintenance, grounds, building services, conference and event planning (CEP), the mailroom, audio visual services (AV), alumni programs, and Bon Appetit.

2.0 Responsibilities of Positions

2.1 Environmental Health and Safety Department (EHS)

EHS will administer, oversee, and maintain Reed's golf cart/utility vehicle safety manual and policies. EHS is thereby responsible for changes made to this manual. EHS will also review workplace accidents involving injury and/or loss/damage to equipment covered in this program.

2.2 Supervisor

Supervisor responsibilities and requirements are as follows:

- Supervisors will assure that each employee under their supervision, who operates a vehicle covered by this plan, is properly trained on this policy and the safe use of the vehicles.
- Supervisors are responsible for obtaining a signed copy of the Golf Cart/Utility Vehicle Hands-On Training Form (Appendix 3) from the operator before allowing the operator to use the vehicle. This must be kept on file for the duration of operator's use of Reed College vehicles.
- Supervisors must have employees submit an American Driving Record Disclosure and Release Form (Appendix 2) in order to operate a vehicle. Employees cannot use Reed College vehicles until the driving record has been received and reviewed.
- Supervisors shall ensure that the employee's driving record has been reviewed by the Treasurer's Office and has been cleared to operate the vehicle prior to operation.
- Supervisors shall provide individual hands-on training on the operation of the vehicle prior to permitting an employee to operate the vehicle. Training should follow the topics described in the Golf Cart/ Utility Vehicle Driver Hands-On Training Form (Appendix 3).
- The department that the vehicle is assigned to is responsible for the cost of repairs for any damage incurred to the vehicle when checked out.



- Any offenses or lack of complying with this program will result in an automatic revoking of operator's driving privileges. Supervisors should not allow non-privileged operators to drive a vehicle.

2.3 Operators

Operators responsibilities and requirements are as follows:

- Must complete the Golf Carts/Utility Vehicles section of the Vehicle Operator Safety Training on Comevo. The training can be found at this link: <https://launch.comevo.com/reed/4571>
- Operators must be at least 18 years of age.
- Operators may only drive on approved paths and roadways. Consult Cart Access Map (Appendix 4) for appropriate routes.
- Operators are responsible for the security of the ignition key while a vehicle is assigned to them. Anytime a vehicle is unattended, the key will be removed from the ignition and kept in the possession of the authorized operator. Vehicles must be secured at the end of the day.
- At the beginning of each day of vehicle use, the first operator must go through the Golf Cart Start-up Checklist (Appendix 1). If anything on the list is marked as "Fail", the operator must report the issue to their supervisor.
- Operators are not permitted to drive while wearing devices that impede hearing (e.g. stereo headsets, earplugs, etc.).
- Operators must ensure that all passengers are in seats. No passengers are allowed to be transported on the bed, back, or sides of vehicles. All occupants must utilize available seat belts anytime the vehicle is in use.
- Vehicles operating after dark are required to have functioning headlights, taillights, and electric turn signals.
- Vehicles will not be modified in any manner that affects the mode of operation, speed, or safety of the vehicle.
- The operator is responsible for providing timely notification of any safety and/or maintenance concerns to their supervisor.
- To avoid damage to the landscape, operators must not drive or park on the grass unless there is no alternative. Vehicles should not create worn paths through the lawns.
- The operator must ensure that the vehicle does not block building access and/or pedestrian paths.
- The operator must not park in or block ADA paths or spaces and shall ensure there is sufficient space for wheelchairs to easily pass the vehicle.
- Pedestrians have the right of way. Operators must yield to pedestrians whenever they are within close distance to the vehicle.
- The operator must drive at the minimum, responsible speed to help ensure safety for the driver, any passenger, any equipment being transported, and campus pedestrians.
- The operator must not operate the vehicle under the influence of drugs or alcohol.



- The operator shall not drive golf carts over bollards. Golf carts have only a 3-inch clearance.
- Insurance restrictions prohibit use of Reed golf carts on city streets. If the operator has any questions regarding which streets are considered Portland streets rather than campus roadways, the operator shall check with their supervisor.
- The operator and all passengers must keep their body inside the vehicle at all times, except when signaling for a turn.
- Check blind spots before turning. When making a left hand turn, yield to the through traffic lane and merge into that lane before turning left. Never make a left hand turn from the golf cart lane.
- Carefully turn and look behind the golf cart before backing up.
- Avoid sharp turns at maximum speed, and drive straight up and down slopes to reduce the risk of passenger ejections and/or rollover. Avoid excessive speed, sudden starts, stops and fast turns.
- Reduce speed due to driving conditions, especially hills or other inclines or declines, blind corners, intersections, pedestrians and inclement weather.
- Use extreme caution in inclement weather. Although a golf cart may shield you from the rain, it may not protect you from a lightning strike.
- Secure any cargo or tools that have been loaded into the vehicle.
- Warn passengers of any upcoming turns or bumps.
- Any offenses or lack of complying with this program will result in an automatic revoking of driving privileges.
- Suspension of driving privileges does not relieve the offender of normal work responsibilities.

2.4 Passengers

Passengers are responsible for the following:

- Adhering to all instructions from the operator and all vehicle safety requirements.
- Reporting any potentially unsafe conditions to the supervisor.
- Remaining seated and using seat belts while riding in the vehicle.

3.0 Accident Reporting

Accidents involving a vehicle will be immediately reported to Community Safety (503-788-6666) and Risk Management (risk@reed.edu), regardless of fault or whether or not there is damage or personnel injury. If an employee is involved in an accident while working, this must be reported to HR (HR@reed.edu) within 24 hours and an Accident/Incident Report form must be filled out by the supervisor and returned to HR within 3 days. The Accident/Incident Report form can be found in online at

reed.edu/ehs/assets/images/ehs-forms/Accident-Incident-Report-Form_2015.pdf



Appendix 1 Golf Cart Start-up Checklist

Start-up Checklist

Name of operator: _____

Date: _____

Mark each of the following with an X in either the Pass or Fail column. If failed, explain in the comments.

If anything on this checklist failed, was the issue reported to your supervisor? Yes No

Item	Pass	Fail	Comments
Lights			
Tires			
Brakes			
Horn			
Gauges			
Steering			
Battery connections/water			
Charge			
Fluid levels			
No body damage or other issues			



Appendix 2 ADR Disclosure and Release Form

ADR — American Driving Records and all agencies acting on behalf of
American Driving Records, Inc.

Disclosure and Release Form

In connection with my application for employment (including contract for services) and/or driving privileges with Reed College, I understand that motor vehicle reports, which may contain public and private record information, may be requested from ADR. These reports may include the following types of information: name, address, date of birth, driver license or I.D. number, and driver record. I also understand that the information included in such reports will be taken into consideration in deciding whether to offer me employment and/or driving privileges.

I authorize any party or agency contacted by ADR to furnish the above-mentioned information.

I understand that:

- ADR obtains all driver and vehicle information directly from the various state Department of Vehicles (or a corresponding agency) and does not maintain it's own database of driver and vehicle information.
- ADR acts only as a courier and has no control over any of the information that a state discloses in my driver record or vehicle record.
- If there is something inaccurate on my driver or vehicle report, I must contact the DMV directly to have the information corrected or updated.

I hereby authorize procurement of motor vehicle records. If hired (or contracted) and or granted driving privileges, this authorization shall remain on file and shall serve as ongoing authorization for you to procure motor vehicle records at any time during my employment (or contract) and/or driving privileges period.

State Licensed In: _____

Print Name: _____

Driver's License No. _____

Date of Birth _____

Applicant's Signature: _____

Date: _____



Appendix 3 Golf Cart/Utility Vehicle Driver Hands-on Training

GOLF CART/UTILITY VEHICLE DRIVER HANDS-ON TRAINING

Training Status: Original Retrain
 Driver/Operator: Last Name: _____ First Name: _____
 Reed ID#: _____ Authorizing Department: _____
 Trainer: _____ Phone#: _____
 Vehicle Type: Taylor-Dunn Cart Utility Cart Grounds Equipment

Training Checklist

Vehicle Loading Operations

- Equipment safely loaded to keep low center of gravity
- Equipment tie down demonstration (if applicable)

Battery Charging & Fueling Procedures

- Battery charging connection procedure demonstrated
- Maximum battery charge time discussed
- Fueling procedure demonstrated

Operations of Control

- Lights, turn signals, horn located & tested
- Emergency brake located and engaged
- Accelerator & brake pedal identified
- Run & Tow switch located under seat (if applicable)
- Forward/reverse switch location
- Mirrors
- Safety strobe lights
- Back-up warning device
- Other controls identified and demonstrated – Note here:

Demonstration of Equipment & Driving Maneuvers (Demonstrated then performed by trainee)

- Turn signals & hand signals
- Brakes & parking brakes (emergency brake if applicable)
- Forward/reverse switch operation
- Forward turns



- Backing & reverse turns
- Other equipment – Note here:

Driving Routes, Speed, Safety & Vehicle Storage

- Provide a copy of Golf Cart/Utility Vehicle Safety Program (reed.edu/ehs)
- Provide a copy of Routes Map
- Vehicle may not exceed posted speed limits or interfere with normal pedestrian, bicycle, or vehicle traffic
- Pre-use inspection should be conducted
- Close-calls, property damage and/or injuries should be reported to supervisor and EHS
- Keys should not be left in vehicle unattended to prevent unauthorized use and theft
- Vehicles shall be stored at designated parking/storage location

Signature:

Date:

Return form to Dept. of Environmental Health and Safety located upstairs in the Physical Plant



Appendix 4 Cart Access Map

