

**Villanova University
Policy and Procedure Manual**

**Subject: Acquisition and Use of
Small Cart Vehicles**

**Number: S29
Effective: May 1, 2004
Revised: Sept. 7, 2011**

I. PURPOSE

This policy provides regulations regarding the acquisition and valid business use of Small Cart Vehicles on the Villanova University campus. The policy establishes a method for the University to purchase and register Small Cart Vehicles, limits the valid business use, and addresses the associated risk management issues.

II. SCOPE AND APPLICATION

This policy applies to all Villanova University employees, students and visitors/guests including camp and event participants who use the specified vehicles for official business and/or for disability-related needs. For policies applicable to authorized visitors, alumni or contractors, see Safety Guidelines: Operation of Rented or Personally-Owned Small Cart Vehicles by Authorized Visitors, Alumni or Contractors at EH&S.

This policy applies to the entire Villanova University campus.

III. 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.

IV. AUTHORIZED USE

a. Policy

The acquisition and use of small cart vehicles at Villanova University is limited to Villanova departments and operating units with valid business use.

b. Valid Business Use

Valid business use is defined as transporting personnel/equipment/supplies for University purposes.

c. Small Cart Vehicle Operator's Agreement

Supervisors are responsible for assuring operators have a valid driver's license and sign Small Cart Vehicle Operator's Agreement each year. The Employee/Student Small Cart Vehicle Operator's Agreement is available on page 6 of this policy. The Camp or Event Participant's Small Cart Vehicle Operator's Agreement is available on page 7 of this policy. Records must be retained by department for three years and may be audited by the Small Cart Vehicle Committee.

V. APPROVED AND PROHIBITED AREAS

a. Approved Areas on Campus

Small Cart vehicles are restricted to designated streets and paths on the Villanova University campus.

b. Prohibited Areas on Campus

The following areas are off-limits to all vehicles, including Small Cart vehicles:

1. Inner courtyard between Connelly Center, Kennedy Hall, and Corr Grotto.
2. Inner Quad courtyard between Sullivan and Sheehan Halls.
3. Exception: Use of Small Cart vehicles in the restricted areas above is permitted for Facilities, Maintenance and Dining Services activities for essential purposes only. Tickets will be issued if parking privileges are abused.
4. Carts are prohibited from operating on public roadways except when there is no alternate pathway available. Only cross roadways at a designated crosswalk and obey traffic signals and rules when crossing.

c. Parking

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

1. Parking on soft surfaces such as landscaping and unpaved surfaces.
2. Blocking entrances to buildings, stairways, fire exits, disability ramps, or main thoroughfares.
3. Chaining vehicles to trees.
4. Avoid parking on an incline whenever possible.
5. **Contact the parking office if you have questions regarding proper parking spaces.**

VI. ACQUISITION/LEASE

a. Procurement

Procurement of Small Cart vehicles shall be in accordance with current Procurement Department's guidelines, which includes the specifications listed below. The Procurement Department buys all small cart vehicles from a preferred vendor given the University receives a discount based on the volume purchased. All purchases must be made on a Villanova purchase order issued through the Procurement Department. Delivery must be scheduled through the Procurement Department. All small carts are to be delivered to the University Garage located at the Stadium to be inspected and registered for use.

b. Specifications

Whenever feasible, Villanova University recommends the purchase of electric-powered vehicles instead of internal combustion engine vehicles. New or leased vehicles must include the following safety features:

1. Rear view mirrors
2. Turn indicator signals
3. Back up beepers
4. Head lights
5. Brake lights
6. Horn
7. Seat belts

c. Registration

New Small Cart vehicles must be delivered to the Villanova University Garage for registration with the following information:

1. Name of school / department / operating unit
2. Make and type of vehicle
3. Serial number of vehicle
4. Business purpose
5. Vehicle Identification number so responsible department can be contacted.

d. Identification

All Villanova-owned Small Cart vehicles must have an official University logo bearing the department's name clearly visible on the vehicle, as well as a vehicle identification number. The Grounds Department applies the logos to the vehicles. Leased vehicles will have a vehicle ID number placed on it.

e. Security

The Department of Public Safety's Crime Prevention Unit can be consulted about appropriate security measures for small carts. Each small cart should have its own key for that specific vehicle, not one key for all small carts. Keys should not be left in cart when not in use. All small carts should be properly secured when parked. In the event of a small cart theft where property protection measures were not taken by the department, it will be the department's responsibility to pay for the cost to replace the cart.

VII. SAFETY

a. General

Vehicles shall not be operated in a manner that may endanger passengers, pedestrians, or other individuals or cause damage to University property. Drivers must obey all traffic signals, signs and rules.

b. Speed Limits

Operators shall not exceed the University speed limit of 10 miles per hour. Operators must reduce speed in walkways and in pedestrian areas. In crowded pedestrian areas, operators must park or proceed at a slow walking pace. Pedestrians always have the right of way.

c. Passenger Limit and Load Capacity

Do not exceed the passenger limit and load capacity designated by the vehicle's manufacturer. One passenger is permitted per seat. All passengers are required to sit in seats and use seatbelts.

d. Passenger Safety

Passengers must keep their head, legs and arms within the cart. No riding on backs, fronts, or sides of carts is permitted.

e. Fueling

The key must be removed from the ignition before fueling the small cart vehicle.

f. Secure Items

Secure and properly store all equipment and supplies to prevent objects from falling out or striking people.

g. Smoking

Smoking is prohibited inside the small cart vehicle.

h. Cell Phones and Headphones

The use of cell phones, headphones, or other devices that could limit hearing or cause distraction while operating the cart is prohibited.

VIII. VEHICLE MAINTENANCE

a. Inspection

Supervisors shall ensure that vehicles are routinely inspected and maintained in addition to its required annual inspection by the Villanova University Garage to ensure that they are in proper working order.

b. Disabled Vehicle

If the vehicle becomes disabled and is left in an unofficial location, the driver should notify Public Safety and place a note on the cart advising that the cart is disabled and Public Safety has been notified.

c. Tow Agreement

Individual departments which own/lease, or have small carts in their fleet, shall make arrangements for their small carts to be towed at their department expense.

IX. ACCIDENT REPORTING

- a. All small cart accidents should be immediately reported to Public Safety and the Department Supervisor to which the small cart is assigned.
- b. Public Safety will complete an accident report and provide a copy of the report to the Risk & Insurance Manager and the Department Supervisor.
- c. Employees who are injured must follow the University procedures for reporting a Worker's Compensation claim. Human Resources may be contacted for more information related to reporting work related injuries at 9-7900.
- d. Call extension 9-4444 immediately if any parties are injured in order to receive medical treatment and transport if necessary.

X. ELECTRIC VEHICLES

a. Selection of Charging Stations

The Facilities Maintenance Office is 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.

b. Charging Stations

Electric vehicles will be recharged at locations designated for such use.

c. Extension Cords

Use of extension cords from inside buildings to vehicles is prohibited.

XI. ENFORCEMENT OF POLICY

a. Departments

It is the department's responsibility to enforce the University's Small Cart policy within their own area. Department's enforcement responsibilities include:

1. Accepting delivering of small carts at the University garage to ensure the carts are inspected and registered for use, which includes receiving a registration decal.
2. Ensuring that each of their department's small carts and operators comply with the University Small Cart Policy. This includes ensuring that all small cart operators review and sign the small cart agreement. The signed operator agreements should be retained by the department for three years after the operator's final use.
3. Ensuring that all small cart vehicles are routinely inspected and maintained by the University Garage to ensure that they are in proper working order.

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b. Public Safety

Public Safety's enforcement responsibilities include:

1. Public Safety enforces the appropriate and safe operation and parking of Small Cart vehicles and may issue tickets accordingly.
2. Improperly parked or operated small carts may be ticketed and are subject to enforcement provisions of the parking rules and regulations.
3. Fines/fees issued to small cart vehicle will be charged to the Department to which the small cart is assigned or to the driver.

c. **Failure to follow these rules may result in suspension of small cart driving privileges, disciplinary action up to and including termination of employment. With regards to camp and event participant cart use, failure to follow these rules is considered a violation of the terms of your purchase agreement with the University and may result in termination of the camp or event.**

Reviewer:

Date:

Employee Safety Committee Review

| Department Heads Review

University Committee Review

Responsibility for Biennial Review

University Safety Committee

Employee/Student Small Cart Operator Agreement

While driving a small cart, the safety of yourself and others shall be your top priority. Responsible driving requires concentration, sound judgment, and common sense on your part. Please review the following safety rules to be followed when operating this potentially dangerous vehicle:

1. Only authorized drivers are allowed to operate small carts as approved by their supervisor. No one else is authorized drive the cart. Do not allow anyone to borrow the cart.
2. Familiarize yourself with the controls used to start, stop, park, accelerate, and backup the vehicle. If the cart is not operating properly, park in a safe location, remove the key and any valuables, and notify the maintenance department immediately.
3. Never operate the cart under the influence of drugs or alcohol that may impair your driving ability. If you are taking prescribed pain medication that makes you drowsy or if you are impaired in any way, tell your supervisor and do not drive the cart.
4. The key must be removed from the ignition before fueling the small cart vehicle. Failure to do so may result in personal injury or property damage.
5. Carts are prohibited from operating on public roadways except when there is no alternate pathway available. Only cross roadways at a designated crosswalk and obey traffic signals, signs and rules when crossing.
6. Carts are required to abide by University Policy regulations. Blocking entrances to buildings, stairways, fire exits, disability ramps or main thoroughfares is prohibited.
7. Pedestrians have the right of way on campus. Carts must yield to pedestrians on sidewalks and in crosswalks.
8. Assure the number of occupants does not exceed the recommended level for the cart. One passenger is permitted per seat and all passengers are required to sit in seats. No riding on backs, fronts, or sides of carts is permitted.
9. Keep your arms, legs, and head inside the small cart at all times.
10. Secure and properly store all equipment and supplies to prevent objects from falling out or striking people.
11. Use caution when driving downhill; reducing speed and avoiding sharp turns.
12. Traveling speed should never exceed 10 miles per hour. "Governors" may not be removed.
13. Obey all traffic regulations. Observe all stop signs and traffic signals. Golf carts should not pass other motor vehicles, including other moving golf carts.
14. The use of cell phones, headphones, or other devices that could limit hearing or cause distraction while operating the cart is prohibited.
15. Allow for extra travel time and stopping distance when roads are wet or slick from the weather.
16. When finished using the small cart, remove key before leaving unattended, and return it to the proper contact person so other employees can use the carts as needed. Avoid parking on inclines when possible.
17. Properly secure parked carts in locked area or using an anti-theft device.
18. Smoking is prohibited inside the small cart vehicle.
19. Report any accidents to Public Safety immediately at 610-519-4444.

Statement of Understanding

I have reviewed the Policy and Procedures for Use of Small Cart Vehicles and will abide by the safety rules above for proper small cart operation. I understand that failure to follow these rules may result in suspension of small cart driving privileges as well as disciplinary action up to and including termination of employment.

Department: _____

Driver Name: _____

Driver's License #: _____

Signature: _____

Date: _____

Camp/Event Participant's Small Cart Operator Agreement

While driving a small cart, the safety of yourself and others shall be your top priority. Responsible driving requires concentration, sound judgment, and common sense on your part. Please review the following safety rules to be followed when operating this potentially dangerous vehicle:

1. Only authorized drivers are allowed to operate small carts as approved by their supervisor. No one else is authorized drive the cart. Do not allow anyone to borrow the cart.
2. Familiarize yourself with the controls used to start, stop, park, accelerate, and backup the vehicle. If the cart is not operating properly, park in a safe location, remove the key and any valuables, and notify the maintenance department immediately.
3. Never operate the cart under the influence of drugs or alcohol that may impair your driving ability. If you are taking prescribed pain medication that makes you drowsy or if you are impaired in any way, tell your supervisor and do not drive the cart.
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18. Smoking is prohibited inside the small cart vehicle.
19. Report any accidents to Public Safety immediately at 610-519-4444.

Statement of Understanding

I have reviewed the Policy and Procedures for Use of Small Cart Vehicles and will abide by the safety rules above for proper small cart operation. I understand that failure to follow these rules will be considered a violation of the terms of my purchase agreement with the University and will result in suspension of small cart driving privileges,

Department/Camp/Event: _____

Driver Name: _____

Driver's License #: _____

Signature: _____

Date: _____