



TARLETON STATE UNIVERSITY
SLOW MOVING VEHICLE SAFETY
PROGRAM
2023

1. PURPOSE

The use of golf carts, and LSVs (Low Speed Vehicles) operated by university personnel presents unique hazards to individuals riding in the vehicles and to pedestrians utilizing campus sidewalks. The purpose of this policy is to establish operations procedures, driver responsibilities and penalties so that accidents and injuries may be prevented.

2. SCOPE

This procedure is applicable to all drivers of university golf carts and LSVs. Golf carts are regulated by Federal and State Motor Vehicle Laws and the NHTSA 500 guidelines. Utilization of golf carts or LSV's in an unconventional or reckless/careless manner can create a physical danger to the operator of the device as well as other individuals and property. Refer to the Tarleton Student Handbook and Student Code of Conduct for more information.

3. DEFINITIONS

- a. **Low Speed Vehicle (LSV)** - a motor vehicle that is 4-wheeled and whose speed attainable in 1 mile is more than 20 miles per hour and not more than 25 miles per hour on a paved level surface, and the GVWR is less than 3,000 pounds.
- b. **Gross Vehicle Weight Rating (GVWR)** – is the value specified by the manufacturer as the loaded weight of a single vehicle.

4. SLOW MOVING VEHICLE OPERATIONS

- a. All operation devices should be checked prior to operation of the golf cart or LSV. Failure of these devices or other mechanical problems must be immediately reported to the supervisor and the vehicle must not be used. A work order must be submitted to TSU Maintenance.
- b. All golf carts and LSVs must be maintained to all Original Equipment Manufacturer safety equipment standards and in good working order.
- c. The maximum operating speed for all university vehicles is five (5) miles per hour on the sidewalks and fifteen (15) miles per hour on campus streets.

- d. The vehicle governor is set at the factory within the safety limitations of the vehicle. Federal law prohibits any tampering with the governor or speed control on an LSV or golf cart.
- e. These vehicles should not be parked in fire zones, handicapped zones or in any place that may obstruct building egress. Whenever possible park in loading zones.
- f. These vehicles should not be driven through breezeways connecting buildings, or on elevated sidewalks, ramps or porches that are attached to buildings.
- g. These vehicles shall not be driven off university property unless public streets are the only means to reach a valid job-related destination.
- h. These vehicles are not to be driven over grass areas. When turning the vehicle in a small area, particular care must be exercised to avoid damaging sodded areas.
- i. All golf carts and LSVs should display a “slow moving” vehicle reflective triangle on public roadways.

5. DRIVER RESPONSIBILITIES

- a. All employees who will operate golf carts or LSVs must be trained in proper operation and safety rules. Training will be provided annually by the cart manager who will follow the operating/safety instructions presented in the vehicle’s Operating Manual. Contact the Department of Risk Management and Safety if assistance in training is required. The supervisor will accompany the new driver on a test drive to ensure that he/she is a competent vehicle operator. The Slow-Moving Vehicle Training Acknowledgement form must be signed by the employee annually, refer to Appendix A. This document will be filed in the employee’s record within the department.
- b. Each driver must possess a current and valid driver’s license.
- c. All drivers must know and adhere to State of Texas motor vehicle laws.
- d. All occupants must use all safety equipment available when operating a scooter, golf cart or LSV (if seatbelts are available in the vehicle, then they must be used).

- e. Operators should not wear headsets while operating these vehicles.
- f. Operators should use extreme caution when operating these vehicles. Accelerate with a smooth action.
- g. Pedestrians, bicycles and automobiles have the right of way. Extreme caution and slow speed should be adhered to when operating on sidewalks or in pedestrian walkways.
- h. Operators should be diligent and pay particular attention to the needs of disabled persons - limitations in vision, hearing and/or mobility can impair the ability of a disabled person to move quickly away from a golf cart or LSV.
- i. Do not leave ignition keys in an unattended vehicle.
- j. At no time should more than the recommended capacity be exceeded, either by number of passengers or load limit. All passengers must ride in the cab of the vehicle.
- k. These vehicles should not be operated under the influence of drugs or alcohol. Also, the use of any tobacco product while operating these vehicles is prohibited, as per Rule No. 34.05.99.T1, "Smoking and Tobacco Use" Policy.
- l. No golf cart or LSV should be operated inside a building without prior inspection and approval by the Department of Risk Management and Safety.
- m. Do not operate the vehicle with any limbs outside of the vehicle.
- n. Any accident should be reported to the supervisor, university police and/or to the Department of Risk Management and Safety.

6. CART MANAGER RESPONSIBILITIES

- a. All departments will have a designated employee assigned as the cart manager for their department. This is verified annually by Risk Management and Safety.
- b. The duties of the cart manager are as follows:
 - i. Ensure cart is being used properly.
 - ii. Ensure all drivers are certified annually.
 - iii. Track usage of cart.
 - iv. Schedule cleaning and maintenance.

- v. Ensure cart has up to date insurance.
- vi. Ensure cart is only used and parked in designated areas.
- vii. Ensure that records of all training and maintenance are saved and available to Risk Management upon request.

7. WHEELED VEHICLE PENALTIES

- a. Compliance with these regulations is expected from all students, faculty, staff, and visitors. Behavior that damages or destroys any University property may be cause for disciplinary and/or criminal action.
- b. Offenders will be issued University Citations and/or referred for disciplinary action.
- c. Repeat offenders may receive notice of Trespass on University property and/or prohibition of riding on campus grounds.

8. CART STANDARDS

- a. All carts must be electric powered only.
- b. Color scheme of Black or Purple only: No pleated seats.
- c. Assigned cart number will be visible on fender.
- d. Approved Tarleton State University logos only.
- e. All cart purchases **MUST** be pre-approved by the Department of Procurements and Contracts.
- f. All new cart purchases must be reported to the Office of Risk Management for insurance requirements.

APPENDIX A

SLOW MOVING VEHICLE TRAINING ACKNOWLEDGEMENT

SLOW MOVING VEHICLE TRAINING ACKNOWLEDGEMENT FORM

I have been given training in the operation of slow moving vehicles and have a valid Driver's License. I have read the Slow-Moving Vehicle Policy and agree to follow all instructions as outlined in this policy.

Department _____

Cart Manager _____ Date _____

Operator Name (print) _____ Date _____

ST/Driver's License # _____ Exp. Date _____