

UNIVERSITY of HOUSTON

DEPARTMENT OF RISK MANAGEMENT

4302 University Drive, Room 10F • Houston, Texas 77204-2009
riskmgt@Central.uh.edu

University of Houston Golf Cart Guidelines

The following are guidelines to be used while operating any owned or leased University of Houston System golf cart. The use of golf carts is strictly for University business purposes only. The University of Houston System strives to maintain a safe place to work and learn. Accident and injury prevention is important to the university community, and safety is everyone's responsibility. Drivers found not following these guidelines or using university owned golf carts in a hazardous and/or dangerous manner may face disciplinary action.

1. Drivers must be authorized to drive by the University (see SAM 01.C.13 [Business Use of Vehicles](#)) and approved to drive golf carts by their supervisor
2. Drivers:
 - a. Obey and follow all traffic laws and rules
 - b. Always use extreme caution
 - c. Keep hand(s) on the steering wheel of the cart at all times when driving
 - d. Always yield to pedestrians
 - e. Never drive while distracted
 - i. Do not text and drive
 1. Use of cell phones in any capacity, including texting, while driving a golf cart or any University owned or leased vehicle is expressly forbidden
 - ii. No eating, wearing headphones of any type, or reaching for things while operating a golf cart
 - f. Do not allow anyone to stand on a moving cart
 - g. Keep all body parts inside vehicle at all times
 - h. Always fully engage the parking brake and remove the key before leaving the vehicle
 - i. Golf cart keys are the responsibility of the driver and should never be left in an unattended cart
 - i. Do not exceed the passenger limit, seating capacity, or load capacity designated by the vehicle's manufacturer
 - j. Operate a cart from the driver's seat only
 - k. Reversing vehicle
 - i. Always check behind the vehicle before backing up

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- ii. Maintain awareness when reversing vehicle
 - iii. Check behind the cart prior to reversing to ensure there is nothing and no one there
 - iv. Always back up slowly
 - l. Do not start, speed up, or stop suddenly
 - m. Do not block fire lanes, entrances to buildings, emergency equipment, intersections, stairways, disability ramps, main thoroughfares, or fire suppression equipment
3. Passengers:
- a. Must wear seat belts (if cart is equipped)
 - b. Keep all body parts inside vehicle at all times
 - c. Must never stand on a moving cart
 - d. Must never ride in any area of a cart not intended as passenger seating (examples: the floor of the cart or a cargo area)
4. Departments should ensure their golf carts are properly secured
- a. Placing a bike cable through the steering wheel and seat handle can deter thefts
 - b. Golf cart keys should be monitored to ensure they are properly secure
5. The operation of golf carts is restricted to approved areas only
- a. Golf carts are to be used within the confines of campus boundaries
 - b. Golf carts are not to be used on public roads
 - c. Golf carts are not to be driven on lawns, landscaped areas, or inside/under/through buildings
6. Incidents/Collision involving golf carts:
- a. The cart driver must report any incidents to the department and supervisor immediately.
 - b. All incidents must be reported by the department/supervisor to Risk Management within 2 business days of being made aware of the incident

Stay safe, Coogs!

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Acknowledgement

This form shall be completed by all employees prior to assignment to and operation of carts or utility vehicles.

Employee Name:

Work Phone Number:

Department:

By signing below, I acknowledge that: (please check all that apply)

_____ I have read and understand the University of Houston Golf Cart Guidelines

_____ I understand my responsibilities and will comply with all safety operating procedures

_____ I possess a valid driver's license.

_____ I have been provided with the opportunity to ask questions related to this policy.

_____ I understand that failure to follow these guidelines could result in corrective action.

Employee Signature

Date

Supervisor's Signature

Date

* Department should maintain the original copy in employee file and a copy needs to be emailed to
riskmgt@central.uh.edu