

University of Arizona

BIO5 Institute

Golf Cart Usage Policy and Procedures

Purpose

To establish standards for the safe use of BIO5 golf carts at the University of Arizona. The objective is to prevent injuries, property damage, and employee liability.

Background Information

BIO5 provides the use of its golf carts to employees, students, faculty and members of BIO5 so that they may fulfill their job-related duties. **Golf carts may *not* be used for personal business.** Golf carts are available during normal office business hours, Monday – Friday from 8:00am – 5:00pm.

Responsibilities

- BIO5 Administration will confirm that all drivers have received the appropriate training and certification prior to approving a golf cart reservation. BIO5 will obtain a copy of the driver's certification to keep on file.
- Drivers are responsible for obtaining their certification. Each driver is required to take and pass UA Defensive Driving and Utility Cart Training. Once completed it is the driver's responsibility to provide the proof of certification to BIO5 Administration. Certification is valid for four years from the date of completion.
 - <https://uaccess.arizona.edu>
 - Click on Learning
 - Log in with Net ID and Password
 - Click on Find Learning
 - Register for and Complete:
 - Defensive Driving (UA-1229)
 - Utility Cart Training (UA – 1231)
- BIO5 Administration will also confirm that each driver is provided a copy of the BIO5 Golf Cart Usage Policies and procedures and that a signed copy remains on file for each driver. This form will need to be completed annually.
- Reservations may be submitted for a two-hour block of time. Anything longer than two hours will require justification and special approval.
- Driver is responsible for picking up the golf cart within 30 minutes of the start of their reserved time slot. If the cart is not picked up within that 30-minute window, BIO5 Administration

reserves the right to cancel the reservation so that it can be made available for others to reserve.

Safe Operating Procedures

- The driver should conduct a safety check on the golf cart prior to operation. Report any issues to BIO5 Administration prior to departure. Upon return of the golf cart, BIO5 Staff will conduct a check in and post walk to document any damage or safety concerns.
- **Seat belts must be worn by the driver and all passengers, at all times**, while the golf cart is in motion. If a seat belt is not working, report the issue but do not have a passenger in that seat.
- Do not overload the golf cart by exceeding the recommended carrying or load capacity.
- Drivers and passengers must keep their bodies inside the cab of the golf cart (except when using hand signals).
- Occupants are to remain seated until the golf cart comes to a complete stop, no jumping on or off a moving cart is allowed.
- Golf carts must comply with posted speed limits, stop signs, and other traffic control regulations. **On campus streets, the speed limit is 20 mph unless otherwise marked.**
- Golf cart speed *must* remain on the “Turtle” setting at all times.
- Golf carts may be operated on sidewalks, plazas, and bike paths if absolutely necessary, and no regular street route is available. The speed limit for carts in these locations is 5 mph. When moving through congested areas, speed should be no faster than pedestrians walking in the same area. Exercise extreme caution at blind corners and areas of crossing pedestrian and bicycle traffic.
- Golf cart shall not be operated in such a manner as to endanger passengers, campus community, or property.
- While passing through concrete/metal bollards on bike paths take extra precaution. Drive slowly as there is very little clearance.
- Golf cart may be operated only within the confines of University property. **Golf carts may *not* be driven along major streets including Speedway, Sixth Street, Campbell, or Euclid, or any public street with a posted speed limit greater than 25 mph.** Carts may cross major streets only at signal-controlled intersections. When crossing intersections, cart drivers need to take extra care to ensure they are seen by other vehicle drivers before proceeding. Cart use on Park Avenue and through the Speedway underpasses is authorized with extra caution as described above.
https://risk.arizona.edu/sites/risk/files/ua_cart_map_tucson_campus.pdf
- **Parking is allowed only in designated Service or Golf cart parking areas.** Driver may park in areas designated for carts north of the Administration Building. Golf carts shall not block fire hydrants, fire department connections or obstruct fire lanes. Carts shall not park

on sidewalks, disabled paths or block curb cuts. Carts may not be parked within 30 feet of any building entrance, stair or doorway. Carts shall not be attached to bicycle racks or parked in a manner which would block access to bicycle parking.

- **The use of mobile devices such as cell phones, smart phones, tablets, 2-way radios, and laptop computers while operating a university vehicle is prohibited**, unless a hands-free device is used and allowed for use in the jurisdiction in which the vehicle is being operated, per University of Arizona policy. https://risk.arizona.edu/fleetsafetypolicy-3#section3_5
- Drivers must yield to pedestrians at all times.
- Operators may not drive a golf cart vehicle while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.
- Any time a golf cart is left unattended, the ignition must be turned off, and the key removed from the ignition. The driver is responsible for the ignition keys for the period of time in which they are using the cart.
- Drivers must comply with all UA Parking and Transportation regulations <https://parking.arizona.edu/parking/documents/regulations-vehicle.pdf> as well as UA Risk Management policies and procedures <https://risk.arizona.edu/fleetsafetypolicy-4>

Accident Reporting Process

- If an emergency accident occurs, call for assistance:
 - Call 9-1-1
- Once it is determined that all passengers are safe and unharmed please follow the non-emergency instructions below.
- If non-emergency accident occurs:
 - Call 520-621-8273 (621-UAPD)
 - Obtain police report number
 - Call BIO5 Front Desk 520-626-2465
 - Contact your Supervisor to complete an incident report
 - Provide BIO5 Front Desk staff with a copy of this report in person or at bio5office@bio5.org.
 - Submit a ticket via the Keating Building Support system https://keating.bio5.org/ticket_support/
- If a maintenance issue occurs:
 - Pull cart to the side of the road or a safe location. Make note of your location.

- Remove keys from cart.
- Call BIO5 Front Desk 520-626-2465
- Submit a ticket via the Keating Building Support system
https://keating.bio5.org/ticket_support/

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Acknowledgement Form

I have reviewed and understand the University of Arizona Golf Cart Usage Policy and Procedures. I agree to adhere to all University of Arizona and BIO5 policies and procedures. I further understand that any violation of the above could lead to removal of privileges.

Printed Name of authorized Golf Cart Operator

Signature of authorized Golf Cart Operator

Department

PI

KFS#

Printed Name of BIO5 Golf Cart Supervisor

Signature of BIO5 Golf Cart Supervisor