

Golf Cart, Utility Vehicle, and All-Terrain Vehicle

This procedure provides information and requirements for the use of State/University-owned golf carts and utility vehicles (hereafter referred to as "Cart") and all-terrain vehicles on all campuses of Florida State University. The intent is to establish proper safety procedures and practices, as well as to promote and provide a safe environment for students, faculty, staff, and University visitors. The information provided in this procedure is based on and complies with Sections 316.212, 316.2126, 316.2074, and 320.01, Florida Statutes.

Definitions

Golf cart means a motor vehicle that is designed and manufactured for recreational or work purposes that is not capable of exceeding speeds of 20 miles per hour.

Utility vehicle means a motor vehicle designed and manufactured for general maintenance, security, and landscaping purposes, but does not include any vehicle designed or used primarily for the transportation of persons or property on a street or highway.

All-terrain vehicle means any motorized off-highway or all-terrain vehicle 50 inches or less in width, having a dry weight of 900 pounds or less, designed to travel on four low-pressure tires, has a seat designed to be straddled by the operator, handlebars for steering control and is intended for use by a single operator without passengers.

Statement of Procedures

An all-terrain vehicle may only be used by law enforcement officers in the course and scope of their duties.

A Cart that is used between sunrise and sunset on campus must have the following safety equipment:

- Rear view mirror
- Brake lights
- Turn signals
- Red reflectorized warning devices: front and rear
- Parking brake
- Key ignition or power shutoff

In addition, the Cart must have efficient brakes, reliable steering and safe tires (designed for specific types of driving surfaces).

Carts designated for use from sunset to sunrise must also be outfitted with additional equipment as required to include:

- Windshield
- Headlights
- Tail lights

Optional equipment:

- Backing/Reverse notification device
- Fire extinguisher

- First aid kit
- Emergency information
- Accident/Incident report form and procedures
- Horn
- Equipment tie downs for service Carts
- Seatbelts

All University employees and volunteers are governed by this procedure. The operator of a Cart must meet the following criteria before driving the Cart on the Florida State University campus:

- Must be a current employee, agent, or volunteer of the University.
 - An agent is any person not an employee, acting under the direct control and supervision of the University, use of the Cart must be in the course and scope of assigned duties, which provide a direct benefit to the University.
 - A volunteer must adhere to and meet the requirements of OP-C-7-J5 Volunteers.
 - A graduate assistant or student who receives a stipend or other payment for services or who is an agent, or volunteer for the University must be under the direct control and supervision of the Department and use of the Cart must be in the course and scope of assigned duties, which provide a direct benefit to the University.
 - Students who are not in paid status, receiving a stipend or other payment for services, an agent, or a volunteer are not covered by the University's insurance and are strictly prohibited from operating a Cart.
- Must possess a valid driver license,
- Must know and adhere to the State of Florida motor vehicle laws, and
- Must read and understand this procedure, and sign the Golf Cart, Utility Vehicle and All-Terrain Acknowledgement Form [\[DOC\]](#) [\[PDF\]](#)

The safe operation of a Cart is paramount. Failure to follow this procedure, render common practices or courtesies, or follow rules of the road for the State of Florida, could result in an issuance of a citation, disciplinary action and/or suspension of Cart driving privileges.

A Cart (purchased new or used, or currently in use) must be maintained so that all equipment and safety features are in good working order. A Cart is to be maintained in accordance with the manufacturer's recommended service schedule and the Department is required to keep all preventative maintenance and repair records. All new and used Cart purchases must be approved by Environmental Health & Safety. Prior to initial operation and annually thereafter, a completed Golf Cart, Utility Vehicle and All-Terrain Vehicle Annual Safety Inspection Checklist [\[DOC\]](#) [\[PDF\]](#) must be submitted to Environmental Health & Safety.

All Carts must be registered with Transportation and Parking Services (T&PS). To register a Cart, the property record number must be provided to T&PS. Once the cart is registered T&PS will issue a decal for the Cart. The decal must be affixed to the cart as required by T&PS direction. To register a Cart, contact T&PS at 850/644-5278.

A Cart operator is required to adhere to the following safety operational procedures:

- Supervisors must monitor and ensure that each person operating a Cart has read and understands this procedure, and has been instructed on the safe operation of the Cart.
- Unless otherwise posted, the speed limit for a Cart driven off standard roadways is 10 mph. An operator, under no circumstances, should exceed 20 mph.
- A Cart is prohibited from being used on the roadways of the campus except when crossing from one side of the street to the other or when utilizing a roadway where no other adequate sidewalk exists. In most cases, sidewalks are to be used and right-of-way is to be rendered to all pedestrians. Note: Operator is to use due caution at crosswalks. A Cart using pedestrian crosswalks does not have the right-of-way.
- Modification or tampering with a Cart's governor (speed regulator) is prohibited and is a violation of Federal Law.
- The operator must report any accidents to the University Police, Environmental Health and Safety and to his/her supervisor.
- The operator must not wear a headset, utilize a cell phone, smoke, eat or drink while operating a Cart.
- The operator is prohibited from driving a Cart on roadways outside the designated Cart Use Zone of the University (see [Cart Use Zone](#)).
- The operator is prohibited from driving a Cart inside, under, or through the confines of University buildings, with the exception of University parking garages and the Dick Howser and Doak Campbell Stadiums.
- The operator is to use extreme caution at all times, paying special attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of the Cart.
- The Cart should not be overloaded (i.e.: transporting more passengers than seating provides or overloading the Cart's recommended carrying/load capacity).
- The operator is responsible for the ignition keys while the Cart is in their possession. Keys shall not be left in the starter when the Cart is unattended.
- The operator should not park a Cart in areas such as walkways, doorways or intersections and should not block normal traffic flow or paths of emergency vehicles or equipment.
- The operator and passengers are to keep hands, arms, legs and feet within the confines of the Cart at all times when the Cart is in motion.
- A University-owned Cart is to be used for University business only.

A privately owned Cart is prohibited from operating on University property.

A Cart brought on campus under contractual arrangement with the University must comply with these procedures.

A trailer that is pulled by a Cart must have, at a minimum, a red reflector strip at the rear of the trailer.

Note: This procedure does not apply to Carts operating solely on the FSU Golf Course, unless the Carts leave the confines of the course.

Forms:

- [Golf Cart, Utility Vehicle and All-Terrain Acknowledgement Form \[DOC\]](#) [\[PDF\]](#)
 - [Golf Cart, Utility Vehicle and All-Terrain Vehicle Annual Safety Inspection Checklist \[DOC\]](#) [\[PDF\]](#)
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Additional Information and Resources

- [Cart Use Zone](#)
- [Golf Cart, Utility Vehicle, and All-Terrain Vehicle Safety Recommended Daily Checks](#)
- [Electric Cart/Utility Vehicle Maintenance Checklist](#)