

<b>Policy Name:</b>	Golf Carts in Tunnels
<b>Originating/Responsible Department:</b>	Facilities Management and Planning
<b>Approval Authority:</b>	Senior Management Committee
<b>Date of Original Policy:</b>	October 2008
<b>Last Updated:</b>	January 2017
<b>Mandatory Revision Date:</b>	January 2022
<b>Contact:</b>	Assistant Vice-President (Facilities Management and Planning)

**Policy:**

The operation of golf carts in tunnels is subject to the requirements of this policy. Failure to comply with these requirements may result in disciplinary action and/or loss of golf cart driving privileges for individuals.

**Purpose:**

The purpose of this policy is to identify the requirements for the safe operation of golf carts to ensure pedestrian safety in tunnels on the Carleton University campus.

**Scope:**

This policy applies to the operation of golf carts in tunnels by Carleton University employees, students, and approved contractors and organizations.

**Procedures:**

Driver Training

All new drivers must complete mandatory training established by Environmental Health and Safety and confirmed by their supervisors/managers. Drivers will be expected to know the rules of operation and to demonstrate the safe operation of a golf cart in order to complete the training.

Driver Approval

Approval of drivers is the responsibility of the supervisor/manager or department head. Approval includes a review of this policy, and in the case of new drivers, the completion of driver training. The driver and the supervisor/manager or department head must complete a Golf Cart Driver Approval Form available at: <http://carleton.ca/ehs/programs/operational-health-safety/golf-carts-in-tunnels/>

Driver approval should be completed when required for new drivers, then again on a tri-annual basis during the month of September. A copy of the form must be forwarded to the Director, Environmental Health and Safety.

Rules of Operation

1. Pedestrians and persons using wheelchairs or other assistive devices have the right of way at all times in the tunnels.
2. Drivers will come to a complete stop at all stop signs.
3. Drivers will keep to the right except when passing.

4. When passing, drivers will reduce speed, ensure others are aware of the cart, sound horn well in advance, maintain safe clearance, and proceed with caution.
5. When turning, drivers will reduce speed and ensure safe clearance.
6. When backing up, drivers will ensure the area is clear of people and obstructions.
7. When parking, drivers will ensure the cart is secured and exits are not blocked.
8. Drivers will not permit passengers to stand on a moving cart or trailer.
9. When towing a trailer, drivers will ensure the hitch and loads are secure.
10. When transporting exceptionally heavy loads, drivers will discuss specific requirements with their manager or department head.
11. The use of carts to transport hazardous materials requires the approval of the supervisor/manager or department head. Drivers will take the following precautions:
  - Transport at times of low pedestrian traffic
  - Transport the smallest quantity possible
  - Transport with spill clean-up materials
12. Drivers will report to their supervisor/manager or department head all incidents involving injury to persons or damage to property.
13. Drivers will also report to their supervisor/manager or department head any factors which would affect their ability to safely drive a golf cart.

#### Reporting Unsafe Operation

Unsafe operation of golf carts should be reported to Environmental Health and Safety for investigation. Reports will be forwarded to the supervisor/manager or department head.

#### Identification of Carts

Facilities Management and Planning assigns and maintains the golf cart numbering system and paints the numbers on the front, back, and sides of all carts in a uniform size and location where possible. Departments must arrange with Facilities Management and Planning the assigning and painting of numbers on their golf carts.

#### Maintenance of Carts

Departments are responsible for setting up a monthly maintenance program for their golf carts with Facilities Management and Planning. Maintenance includes, but is not limited to, steering, braking, electrical and electrical charging systems, wheels, tires, horns, and flashing lights. Facilities Management and Planning will keep maintenance records for all golf carts.

#### Purchasing of Carts

To ensure that all golf carts intended for use on the Carleton University campus meet approved specifications, all new carts will be purchased through Facilities Management and Planning. Departments must submit purchasing requests to the Director, Maintenance Services.

#### **Contacts:**

Assistant Vice-President (Facilities Management and Planning)  
Director, Environmental Health and Safety  
Director, Maintenance Services

## Golf Cart Driver Approval Form

TO BE COMPLETED BY THE DRIVER		
<b>Name:</b>	<b>Banner ID:</b>	
<b>Position:</b>	<b>Department:</b>	
<b>Phone:</b>	<b>Email:</b>	
<p>I have read and understood the Golf Carts in Tunnels Policy and have completed orientation/training with my supervisor/manager. I agree to operate the golf cart assigned to me in accordance with the rules of operation and I understand that failure to do so may result in the loss of driving privileges and/or disciplinary action. I am aware that I am required to disclose any factors which would affect my ability to safely drive a golf cart. I am aware that surveillance cameras are installed in the tunnels for the purposes of safety and security.</p>		
<b>Driver Signature:</b>	<b>Date:</b>	
TO BE COMPLETED BY THE SUPERVISOR/MANAGER		
COMPLETED (YES/NO/NA)	GENERAL AWARENESS AND KNOWLEDGE	COMMENTS
	General understanding and awareness of golf cart Policy, including any additional departmental requirements	
	Understanding and awareness of Right Of Way	
	Understanding and awareness of stopping obligations	
	Understanding and awareness of passing and warning requirements	
	Understanding and awareness of cautions for backing up	
	Understanding and awareness of cautions for parking, including requirement to maintain safe egress	
	Understanding and awareness of prohibitions concerning passengers	
	Understanding and awareness of special precautions involved in towing	
	Understanding and awareness of special precautions for carrying heavy loads	
	Understanding and awareness of special precautions for carrying hazardous materials	
	Confirmation that any incidents involving use of golf cart is to be reported immediately to the supervisor/manager	
COMPLETED (YES/NO/NA)	DEMONSTRATED ABILITIES	COMMENTS
	Start up of golf cart, including verification that horn and flashing light are functioning as intended	
	Forward and reverse motion, with required cautionary procedures	
	Turning of golf cart with demonstrated cautionary procedures	
	Parking of golf cart with demonstrated cautionary procedures	
	If required to tow - Hitch and unhitch of trailer, and demonstration of safe loading and towing capabilities	
TO BE COMPLETED BY THE SUPERVISOR/MANAGER		
<b>Name:</b>	<b>Banner ID:</b>	
<b>Position:</b>	<b>Department:</b>	
<b>Phone:</b>	<b>Email:</b>	
<p>I have reviewed the Golf Carts in Tunnels Policy with the individual listed above, and have confirmed his/her ability to operate a Carleton University Golf Cart through use of the checklist above.</p>		
<b>Supervisor/Manager Signature:</b>	<b>Date:</b>	