

The University of British Columbia Okanagan		Golf Cart Safety Policy and Procedure	
Risk Management Services			
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1.0 Policy

The purpose of the University of British Columbia Okanagan Golf Cart Safety Policy and Procedure is to protect personnel and property from golf cart incidents resulting in injury or damages. The Golf Cart Safety Policy and Procedure outlines mandatory safety procedures, rules, and establishes controls through the use of a Facilities Management Program Acknowledgement Form.

Unauthorized use of a golf cart is considered theft and will result in disciplinary action, up to and including dismissal. Operators of all golf carts must comply with all UBC policies and procedures before and during driving golf carts.

2.0 Reference(s)

WorkSafe BC OHS Regulation
[Part 4.3](#): Safe Machinery & Equipment
[Part 16](#): Mobile Equipment

Motor Vehicle Act
[Part 1, Section 3.1](#): Exemptions - Registration, Licence and Insurance

Motor Vehicle Act Regulation
[Division 2, Section 2.011](#): Application
[Division 24, Part 2, Section 24.02](#): General Restrictions and Conditions
[Division 24, Part 4, Section 24.22](#): General Offence
[Division 25, Part 4, Schedule 2](#): Exemptions - Inspection and Certification

3.0 Definitions

Golf Cart - A motor vehicle originally designed and manufactured to carry golfers and their equipment. (MVA)

Mobile Equipment - A wheeled or tracked vehicle which is engine or motor powered, together with attached or towed equipment, but not a vehicle operated on fixed rails or tracks. (OHSR)

Pedestrian - A person who is walking, jogging, inline skating, skateboarding, bicycling, or those using wheelchairs or mobility assistance devices. (UBCO GCPP)

Utility Vehicle - A motor vehicle that at the time the vehicle was manufactured was not designed to conform to the standards prescribed in the Motor Vehicle Safety Act (Canada) for motor vehicles designed for use on a highway, **including golf carts**, when used or adapted for a utility purpose unrelated to carrying golfers and their equipment, but does not include a motor vehicle that is licensed under [section 8, 9 or 10](#) of the Act. (MVA)

4.0 Scope

The Golf Cart Safety Policy and Procedure applies to all golf cart operation on campus including UBC Okanagan employees, contractors, and subcontractors. Completed Program Acknowledgement Forms are required for all potential golf cart users. Facilities Management is the department responsible for approving all Program Acknowledgement Forms.

5.0 Responsibilities

5.1 Facilities Management (FM)

- 5.1.1 Maintain oversight and continual improvement of the Golf Cart program, including the Golf Cart Safety Policy and Procedure.
- 5.1.2 Develop and deliver Golf Cart training program to Facilities Management employees as well as “train-the-trainer” training to other department trainers.
- 5.1.3 Initiate registration and licensing for all UBCO-owned golf carts.
- 5.1.4 Review and assess golf cart acquisition and use proposals in conjunction with the Associate Vice President (AVP), Administration and Finance.
 - Note: all new golf carts being acquired by UBCO Departments must have the top speed governed at 22km/h or less, and the acceleration rate governed at ‘medium’ or lower, before delivery is taken by new owner.

5.2 Other UBCO Departments That Own, or Plan To Acquire, and Operate Golf Carts on Campus

- 5.2.1 Before purchase, submit golf cart acquisition request to FM for review and approval.
- 5.2.2 After cart(s) acquired, designate one or two department employees that will receive ‘train-the-trainer’ golf cart operation training from FM.
- 5.2.3 Departmental trainer(s) deliver golf cart training program to each individual that has been designated as a golf cart operator within that department before their golf cart operation duties commence; also deliver annual refresher training; documentation of all training is required.
- 5.2.4 Departments having contractors that operate golf carts on campus are responsible to ensure that the same level of training occurs for each contract employee that will be a golf cart operator; this training must include the UBCO Golf Cart Policy and Procedure.

- 5.2.5 Submit all training records to FM once complete.
- 5.2.6 Ensure that documented monthly inspections and periodic maintenance occurs for all golf carts falling under that department's responsibility.
- 5.3 Risk Management Services
 - 5.3.1 Periodically audit the Golf Cart Safety Policy and Procedure and advise on potential improvements where appropriate.
 - 5.3.2 Investigate any serious incidents or near misses involving golf carts.
- 5.4 Campus Operations & Risk Management
 - 5.4.1 Facilitate registration and licensing of all UBCO-owned golf carts and ensure that adequate insurance coverage is acquired.
- 5.5 Responsible Supervisor
 - 5.5.1 Ensure that golf cart users under their supervision comply with all components of the policy and procedure.
- 5.6 Golf Cart users
 - 5.6.1 Obtain permission to operate golf carts by meeting the minimum requirements set out within this document, including successful completion of the golf cart safety training course.
 - 5.6.2 Operate assigned/designated golf cart(s) as per the procedures (6.1 - 6.23), and adhere to all safety rules (7.1 - 7.13).

6.0 Procedure

- 6.1 Golf carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times.
- 6.2 Golf carts shall be operated in accordance with the following specific rules:
 - 6.2.1 Golf carts shall not be parked within 20 feet of the entrance or exit of any building, except at loading docks.
 - 6.2.2 Operators shall stop golf carts at all blind intersections and sound their horns before proceeding.
 - 6.2.3 Operators should avoid all walkways less than 6 feet wide. The recommended speed on walkways is 8 kilometres per hour and in a congested area, the speed should be no faster than pedestrians walking in the same area.
 - 6.2.4 Special care shall be taken while driving golf carts through parking lots and on walkways. Golf carts shall not be operated at speeds in excess of 16 kilometres per hour in these areas.
 - 6.2.5 Golf carts should operate or park only on hard surfaces unless the vehicle is specifically designed for and used for grounds maintenance.
- 6.3 Golf carts shall be parked and/or operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.

- 6.4** Supervisors shall ensure that each person under their responsibility who is authorized to operate golf carts, understands and complies with all the requirements of the University Golf Cart Safety Policy and Procedures.
- 6.5** Supervisors shall obtain, and maintain on file, a statement signed by each person under their responsibility who has been authorized to operate golf carts, attesting to their knowledge and understanding of the University Golf Cart Safety Policy and Procedures. Please see Policy Acknowledgement Form.
- 6.6** Supervisors shall ensure that employees review the University Golf Cart Safety Policy and Procedures at least annually and shall consider comments and concerns, observed or reported, regarding each operator's compliance with the Policy and Procedures at the time of employee performance appraisals.
- 6.7** Golf carts shall be operated within the confines of University premises only.
- 6.8** Any individual or entity who is not an employee, agent or volunteer of the University, who wishes to use University golf carts, or other such vehicle not owned by UBC, shall seek written permission from UBC Facilities Management.
- 6.9** A person's authorization to operate a golf cart on campus is contingent on the possession of a valid driver's license that legally enables the person to operate a motor vehicle in British Columbia. Golf cart operators shall immediately notify their supervisor if and when their ability to legally operate a motor vehicle in B.C. ceases.
- 6.10** Passengers seeking assistance are permitted on golf carts if the operator has fulfilled the requirements of the policy and procedures and the vehicle is operated on University grounds for University purposes.
- 6.11** Supervisors shall ensure that golf carts are operated in accordance with the manufacturer's "Safety and Operation Instructions" (or equivalent). Golf carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
- 6.12** Any Golf Cart intended to be operated in excess of 30 kilometres per hour shall be equipped with specific safety features that include, but are not limited to: seat belts, windshields, headlights, brake lights and rear-view mirrors. All speed limits shall be observed.
- 6.13** Golf carts intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights.
- 6.14** Supervisors shall ensure that each Golf Cart is tagged with the maximum load capacity recommended by the manufacturer. Golf carts equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.

- 6.15** Employees shall not operate golf carts owned by other departments unless approval has been granted by the supervisor of the department/unit to which the vehicle is owned.
- 6.16** Golf carts shall be operated in compliance with the common "rules of the road" regardless of whether they are being operated on sidewalks or roadways.
- 6.17** Golf carts shall be equipped with a functional horn, unless the option was not available at the time of the vehicle purchase.
- 6.18** Operators of golf carts which are not equipped with turn indicators shall use appropriate hand signals.
- 6.19** Golf carts primarily intended for operation in parking areas shall use strobe lights and back-up alarms. When golf carts that do *not* primarily operate in parking areas are being used there, emergency flashers and back-up alarms are to be used. Installation of back-up alarms on all golf carts is required.
- 6.20** Golf carts shall be maintained in accordance with the manufacturer's Periodic Service Schedule (or equivalent), as detailed within the specific Golf Cart Owner's Manual and Service Guide (or equivalent) for each golf cart model. All maintenance and service work shall be documented and kept on file for each Golf Cart.
- 6.21** Each operator shall be responsible to provide timely notification of safety and maintenance concerns regarding golf carts to the supervisor of the department to which the vehicle is registered.
- 6.22** Chargers for low speed electric vehicles must be plugged directly into a ground fault interrupter receptacle.
- 6.23** All accidents, incidents and near misses involving golf carts shall be reported immediately to the supervisor of the department to which the vehicle is registered, and to Risk Management Services, regardless of whether property or personal injury occurred.

7.0 Golf Cart Safety Rules

- 7.1 Remember that pedestrians have the right of way **ALWAYS!**
- 7.2 All body parts – feet, legs and arms shall be kept inside the vehicle while it is in motion.
- 7.3 Check the area behind the vehicle before backing up.
- 7.4 Slow down before turns. All turns shall be executed at reduced speeds.
- 7.5 Observe the limit of one person per seat (two per bench seat).
- 7.6 Always remain seated and hold on while the vehicle is in motion.
- 7.7 When the vehicle is to be left unattended, turn the key to the “OFF” position. Remove the key and lock brake.
- 7.8 Drive the vehicle only as fast as terrain and safety considerations allow.
- 7.9 Obey all traffic rules.
- 7.10 Avoid travel in the Main Courtyard. Do not drive on the grass, stay on sidewalks and roadways.
- 7.11 Distracted driving, which includes but is not limited to smoking, eating, drinking and mobile phone usage, is prohibited when operating UBCO golf carts.
- 7.12 At no time shall a UBCO-owned golf cart be used to jump-start stalled vehicles.
- 7.13 At no time shall a UBCO-owned golf cart be used to push or tow any object that the cart was not designed or equipped to deal with in such a manner (e.g. pushing or towing a car is unacceptable; towing an appropriately designed trailer using a trailer hitch is acceptable).



Golf Cart Safety Policy & Procedures Program Acknowledgement Form

Employee Name (print): _____

Department: _____

I acknowledge that:

- I have read the University Golf Cart Safety Policy & Procedures.
- I understand the content delivered in this document.
- I have completed Golf Cart safety training.
- I have shown my driver's license to the Golf Cart safety training instructor who has confirmed that it is valid and current.
- I will comply with all policies and procedures set forth by this document, understanding that non-compliance will result in disciplinary action, up to and including dismissal.

Employee's Signature: _____ Date: _____

Driver's License #: _____ Expiry Date: _____ Issuing Jurisdiction: _____

Instructor's Name: _____ Signature: _____

Date: _____