

Golf Cart and Utility Vehicle Safety Guidelines

Guidelines pertain to the operation of golf carts and low-speed / utility vehicles (Gators, GEM vehicles) on the BGSU campus. For the purpose of these guidelines, the term “carts” will include golf carts, low speed and utility vehicles. Personally-owned carts are not to be operated on campus without prior approval from Public Safety and Risk Management.

Street Designations

For the purpose of these guidelines, it is important to designate between **University** streets and **City** streets:

- **University** streets include N. College, Ridge, Stadium, Alumni, Willard, and other drives interior to campus EXCLUDING MERRY.
- **City** streets include Poe, Mercer, Wooster, Thurstin, and Merry.

Operator Requirements

- Drivers of golf carts and utility vehicles must be 18 years of age and possess a valid US driver’s license. Drivers should carry their license while driving.
- Drivers should be university employees, students, or volunteers for the purpose of conducting university business.
- Drivers are insured by the university when operating under these guidelines.

Equipment – University-Owned

- Carts with a business purpose only requiring travel on **University** streets will not be license plated (Non-Plated).
- Carts with a business purpose requiring use on **City** streets (other than crossing) must be license plated (Plated). Only Plated carts are allowed to be driven on **City** streets per state law.
- Per state law, carts must have the following in order to be Plated:
 - Head light(s), tail lights, brake lights, and turn signals
 - Horn
 - Rearview mirror
 - Windshield
 - Seat belts
 - Slow moving vehicle sign
- BGSU Police will perform a documented inspection of carts requesting plates to ensure conformance with the required safety features listed above.
- Carts that will be driven in the dark must have a head light(s).
- All university-owned carts are to be registered with the Office of Risk Management. Each cart will be issued a unique identification sticker which must be placed on the cart.

Where to Operate Carts

- All carts may operate on sidewalks, parking lots, and grass.
- Plated carts may operate on **City** streets, as well as **University** streets.
- Non-Plated carts may operate on **University** streets. Non-Plated carts may NOT operate on city streets, except for crossing.

Vehicle Operating Standards

- Cart operators SHALL:
 - Yield to pedestrians at all times, including exiting the sidewalk for pedestrians to pass
 - Observe all vehicle traffic laws, including stopping at stop signs, etc.
 - Reduce speed on sidewalks to that of a walking pedestrian
 - Keep arms, legs, and heads inside the cart while moving at all times
 - Stop at all blind intersections, and be mindful when entering parking lots and rounding the corners of buildings
 - Cross roadways only at intersections or alongside pedestrian crosswalks
 - Ensure all passengers are in a designated seat, and all cargo is secured properly
 - Avoid driving over visible sprinkler heads, drain covers, and landscaping
- Cart operators SHALL NOT:
 - Use headphones or earbuds while driving
 - Use cell phones for conversation or texting while driving
 - Exceed recommended load capacity of the cart (number of seats equals number of passengers)
 - Pull objects or people behind cart unless cart is designed for towing
 - Operate carts inside or through University buildings (including breezeways), other than for parking and storage, unless designed for such purpose (Athletic facility for example)

Parking

- Carts should be parked on hard, level surfaces when available.
- Parked carts should have the parking brake engaged and the keys removed.
- Parked carts must not block any entrances to buildings, stairways, ramps, fire lanes or fire equipment, or in pedestrian thoroughfares.

Rental Carts

- The University may rent golf carts as needed from outside vendors. Rental carts will be non-plated and therefore must not be driven on **City** streets. Contact Purchasing for assistance.

Contractors

- Contractors/vendors may bring carts onto campus as part of a project where proper automobile insurance provisions have been included in the contract for service.

Accident Reporting

- Accidents involving carts must be reported to BGSU Police immediately. Notification is also required to Risk Management within 24 hours of the accident. Reporting guidelines can be found on the Risk Management website.

Golf Cart and Utility Vehicle Safety Guidelines

By signing, I attest I have read the above Golf Cart and Utility Vehicle Safety Guidelines, and I meet the outlined Operator Requirements. I further attest to comply with the safety guidance as outlined above.

Operator Printed Name: _____

Operator's Signature: _____

Date: _____