

**This document is designed as a supplement/reference guide only. It does not satisfy the training course required by the Golf/Utility Cart Operation Program.**

While driving a golf cart/utility vehicle (carts), the safety of yourself and others shall be your top priority. Responsible driving requires concentration, sound judgment, and common sense on your part. Please review the following safety rules to be followed when operating this potentially dangerous vehicle:

- Only **authorized drivers** are allowed to operate carts following approval by their supervisors and UAB. No one else is authorized to drive the cart. Do not allow anyone to borrow the cart.
- Familiarize yourself with the controls used to start/stop, park, accelerate, and backup the cart. If the cart is not operating correctly, park in a safe location, remove the key and any valuables, and notify your supervisor immediately.
- Never operate the cart under the influence of drugs or alcohol that may impair your driving ability. If you are taking prescribed pain medication that makes you drowsy or if you are impaired in any way, tell your supervisor and do not drive the cart.
- If using a non-electric cart, the key must be removed from the ignition before fueling the cart. Failure to do so may result in personal injury or property damage.
- **Other than specific carts (meeting Standard 500 criteria), operating a cart on public roadways except when crossing from one side of the street to the other is prohibited.**
  - o If you are uncertain if the cart you are operating is designed and approved for road use, always assume it is for off-road use only unless advised otherwise by your supervisor.
  - o Only cross roadways at designated crosswalks and obey traffic signals, signs, and rules when crossing.
- Do not operate carts on sidewalks. Also, to be hazardous to pedestrians, Birmingham City Code Section 4-5-35 states that it is unlawful for any person to drive a motorized device, except for a motorized wheelchair, on a City sidewalk.
- Carts are required to abide by orders/directions from the UAB Police and UAB's Parking/Traffic regulations.
- Blocking entrances to buildings, stairways, fire exits, disability ramps, or main thoroughfares is prohibited.
- **Pedestrians have the right of way on campus.** Carts must yield to pedestrians at all times.
- The number of occupants may not exceed the recommended level for the cart. One passenger is permitted per seat, and all passengers are required to sit in seats. No riding on backs, front, or sides of carts is permitted.
- Keep your arms, legs, and head inside the cart at all times, unless using your left hand and arm to indicate turn and stop signal.

- Warn your passengers of bumps in the road, obstacles, etc. that may cause the cart to bounce, swerve, or react in a manner that could cause a passenger to be surprised.
- Secure and properly store all equipment and supplies to prevent objects from falling out or striking people.
- Use caution when driving downhill, reducing speed, and avoiding sharp turns.
- Obey all traffic regulations - observe all stop signs and traffic signals.
- Allow for extra travel time and stopping distance when roads are wet or slick from the weather.
- When finished with the cart, remove the key and return it to the proper contact person so other employees can use the carts as needed.
- The use of cell phones, headphones, or other devices that could limit hearing or cause a distraction while operating the cart is prohibited.
- Smoking in a cart is not allowed, both when sitting idle or moving.
- Make sure the parking brake is applied and whenever possible, park in a manner that will not allow the cart to move if the parking brake were accidentally released.
- Carts will not be parked in:
  - o Fire lanes,
  - o Metered parking spaces,
  - o Handicapped-accessible parking spaces (unless the proper permit is acquired and displayed),
  - o Reserved parking spaces (other than those spaces reserved for carts),
  - o Areas or positions that would impede the normal flow of pedestrian traffic, and
  - o Places that would prevent handicap accessibility (e.g., sidewalks, ramps, beside handicapped-marked vehicles.)
- Remove the keys when leaving the cart unattended.

**Report any accidents immediately to the:**

- UAB Police (205.934.4434)
- Office of Risk Management and Insurance (205.934.5382)
- Environmental Health and Safety (205.934.2487)