



Golf Cart and Small Utility Vehicle Program

Department of Public Safety - Environmental, Health and Safety
Standard Operating Procedure (SOP) #28

Lafayette College Small Utility Vehicle Program

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Standard Operating Procedure (SOP) #28 – Revised December 2024

PURPOSE

This program is intended to provide consistent standards for the safe operation and use of golf carts and small utility vehicles on Lafayette’s campus, to make all operators aware of the hazards that exist and to prevent any damage or injuries that may occur while operating such vehicles.

SCOPE

This program applies to the operation of all golf carts and small utility vehicles. All carts operated on university property and all students, faculty, staff, vendors and independent contractors, as well as campus visitors are governed by this policy.

RESPONSIBILITIES

Department Heads

Ensure all authorized employees have a valid driver’s license and are certified to drive through the driver approval process described in the College’s Transportation Policy.

Ensure contractors, students, vendors, and volunteers have a valid driver’s license, and are certified to drive through the driver approval process described in the College’s Transportation Policy.

Supervisors

Verify that all potential operators have a valid driver’s license, and are certified to drive through the driver approval process described in the College’s Transportation Policy.

Authorize the use of golf cart/utility vehicles in accordance with this program, monitor and enforce compliance, and maintain records

Train drivers using materials provided by Environmental, Health and Safety. Training will include reviewing this program and evaluating the operator by using the checklist included in this program (Appendix A).

Operators

- Must have a valid driver’s license and obtain authorization from the College.
- Review this program and complete training.
- Operate the vehicle in a responsible manner and in accordance with this program.
- Inform supervisor of any accident, incident, near miss, or any problems with the vehicle.

TRAINING

Training shall include reviewing this program, a safety training video, familiarization on the vehicle to be operated, and an evaluation of the operator’s performance using the checklist found in Appendix A.

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Training must occur prior to use of the golf cart/utility vehicles. Re-training will occur when an injury or property damage incident occurs or when an authorized operator is not meeting the expectations of this program.

Training is documented on the training checklist found in Appendix A of this program.

INCIDENT REPORTING PROCESS

All incidents resulting in injury, property damage, or near misses shall be reported immediately by the operator to their supervisor and Public Safety (610-330-5330).

GENERAL SAFE OPERATING PROCEDURES

Approved operators are subject to all Lafayette College Transportation Procedures while operating a golf cart or utility vehicle and are reminded of the following in particular:

- Operators must obey all traffic rules and regulations.
- Operators must reduce speed on sidewalks and give pedestrians the right of way.
- Golf cart/utility vehicle operators must know where they are permitted to drive, verifying before use whether the cart is licensed for operation on public streets (if the cart doesn't have a license plate do not drive on any public streets).
- Unlicensed carts are to cross public streets at crosswalks only.
- Golf carts shall not be operated at speeds greater than 15 MPH.
- Small utility vehicles shall not be operated at speeds greater than 25 MPH.
- Operators must drive more slowly around turns and on hills.
- Operators will not overload the cart. Carts may carry only the maximum number of people the manufacturer permits; generally, two (2).
- Do not exceed the recommended load capacity
- Charging or electric carts or fueling of gas powered carts will be done in a well-ventilated area clear of any ignition sources.
- Carts are to be parked away from heavily traveled pedestrian areas. No parking in front of building entrance doorways.
- Pedestrians have the right of way; carts must yield to pedestrians on sidewalks. If approaching pedestrians, reduce speed to ensure no accidents
- Carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
- All operators and passengers must comply with the following while the vehicle is in motion:
 - Wear safety belts and use hand grips, if available;
 - remain seated;
 - Keep all body parts (e.g., arms, hands, legs, feet, etc.) inside the cart at all times;
 - Keep your feet firmly on the floor of the cart.
- Operators shall not use cell phones or other communication devices while driving
- Headphones or earbuds may not be used while operating a golf cart/utility vehicle.
- Operators may not leave the keys in the cart when unattended.
- Operators must set the brakes before leaving the cart.

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- Operators will not drive a cart and passengers will not ride in a cart while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.

SAFELY CHARGING A GOLF CART

To safely charge a golf cart, you should follow the manufacturer's instructions and take precautions to prevent overheating and explosion.

- Use the correct charger that's designed for your golf cart.
- Charge in a ventilated area. Open windows or doors to allow for air circulation.
- Don't charge overnight. Unplug the charger when the batteries are fully charged.
- Monitor the charging. Set a timer to remind you to check the charging status.
- Use a grounded outlet. Plug the charger into a grounded outlet with a GFI (Ground Fault Interruption) receptacle.
- Don't use an extension cord.

SAFELY FILLING A GAS POWERED GOLF CART

- Turn off the ignition and let the engine cool for a few minutes before refueling.
- Use only the required fuel type for the cart
- Fill slowly, don't fill the tank past one inch from the top.
- Use a clean rag to wipe up any spilled gas and dispose of it properly.
- Regularly check the gas connections for leaks.
- Keep the gas can away from heat and flames, even when it's empty.
- Don't lock the pump. Keep the pump handle in manual operation and don't lock it while filling.
- Don't overfill the gas can/cart to the top.
- Only trained professionals with special equipment should fill cylinders.

VEHICLE CATEGORIES

Lafayette College golf cart/utility vehicles fit into one of two categories based on size, safety features, speed, and Department of Motor Vehicles (DMV) licensing requirements. Lafayette College operating standards differ within the two categories.

Category 1 Golf Cart/Utility Vehicle

A Category 1 golf cart/utility vehicle is a vehicle that qualifies for licensing through the Department of Motor Vehicles (DMV). This includes four-wheeled, slow-speed, motor vehicles with a maximum speed of more than 20 miles per hour, but not more than 25 miles per hour, and medium speed electric vehicles with a maximum speed of 35 miles per hour, that are equipped with a roll-cage or crushproof body design, and fully enclosed with at least one door for entry. Category 1 golf vehicles may operate on

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public streets having posted speed limits of 35 mph or less.

Category 2 Golf Cart/Utility Vehicle

A Category 2 golf cart/utility vehicle is a vehicle that does not qualify for licensing through the Department of Motor Vehicles. This is a motor or electric vehicle having four wheels, an unloaded weight of less than 1,300 pounds, is designed to operate at no more than 15 miles per hour.

APPENDIX A

Training Checklist

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Golf Cart and Utility Vehicle Operator Training Checklist

Training Status: ☐ Original ☐ Refresher

Operator Name: _____ Trainer Name: _____

Department: _____ Date: _____

Operator Signature _____

The operator shall be instructed on the following topics. Check off items as completed.

Vehicle Loading Operations	
<input type="checkbox"/>	Equipment loading instruction to keep low center of gravity and with frame of vehicle sides
<input type="checkbox"/>	Equipment tie down
Operation of Controls	
<input type="checkbox"/>	Lights, turn signals, and horn; located and tested
<input type="checkbox"/>	Emergency brake located
<input type="checkbox"/>	Accelerator and brake pedal identified
<input type="checkbox"/>	Forward and reverse switch located
<input type="checkbox"/>	Back-up warning device and safety strobe light
Equipment and Driving Maneuvers	
<input type="checkbox"/>	Turn signals

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	Brakes and emergency brake
	Forward and reverse operation
	Visibility, capacity, stability (ramps, slopes, etc.), and limitations
Driving Routes, Speeds, Safety, and Storage	
	Provide operator with a copy of the Golf Cart and Utility Vehicle Safety Program
	Explain all safety procedures listed in Golf Cart and Utility Vehicle Safety Program
	Clarify driving routes and restricted areas such as public streets if vehicle is unlicensed
	Reinforce awareness while driving – vehicles shall not interfere with normal pedestrian traffic
	Operators shall conduct a daily inspection to ensure equipment is working properly
	Operators shall report all close calls, property damage, and/or injury incidents to their supervisor and Public Safety 610-330-5330
	Parked vehicles must be secured by removing keys to prevent unauthorized use

Retain copy of completed form and send copy to Environmental, Health and Safety – 901 Bushkill Drive