

Messiah College

**Motorized Cart Use
(Golf Carts, Gators, Unlicensed Utility Vehicles, ETC)
Policy and Procedure**

Policy: It is the policy of Messiah College to allow the use of motorized carts for on-campus transportation in accordance with the guidelines in this document.

Objectives: To properly define expectations and responsibilities for the use of unlicensed utility vehicles while operating them on campus.

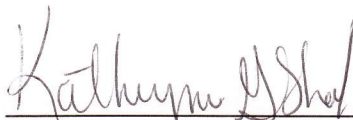
Procedure:

1. All Messiah College owned unlicensed utility vehicles must be registered through Facility Services.
2. Department Directors are responsible to assure that proper training in the use of these vehicles by employees, students, or others is conducted prior to operation
3. Unlicensed Motorized Vehicles are to be driven on campus only. Driving these vehicles on public roadways, berms (sides of roadways), or township and/or state rights of ways is strictly prohibited. Violators risk being cited by local law enforcement.
4. It is the operator's responsibility to follow posted speed limits, stop signs, and other traffic signs while operating these vehicles on campus. Failure to abide by posted signs, speed limits, etc., could result in the operator being cited and the operator's driving privileges of vehicle suspended until further notice.
5. Facility Services (Grounds and Fleet Services) is responsible to do annual safety inspections to assure the vehicles operate in a safe manner. Any associated cost for repairs will be the department's responsibility to fund.
6. When the vehicles are not in use it is the specific departments responsibility to assure the steering wheel is locked in place with a lock and chain, or other secure device.
7. If specific departments replace such vehicles with new vehicles, or additional vehicles are purchased Facility Services must be notified prior to the purchase. This will allow consistency in the types of vehicles that are purchased and used

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- on campus.
8. Vehicles without lights are to be used during daylight hours only.
 9. All unlicensed vehicles are required to have a bright orange safety triangle on the rear of the vehicle.
 10. When operating motorized carts on sidewalks yield right of way to pedestrians.
 11. Riding outside the cab is strictly prohibited. The only exception to this would be transportation of an injured student by a trainer or coach from a playing/practice field to the Emergency Care Car which is typically parked in Starry or up at the tennis courts.
 12. Drivers are required to have a current, valid driver's license before operating the cart.
 13. All accidents involving golf carts shall be reported to immediate supervisor and to the Department of Public Safety, within 24 hours, regardless of whether property or personal injury occurred.
 14. In case of an accident be sure to obtain the following information: names of owners and drivers involved, license numbers of drivers, registration numbers of other vehicles involved, and the names and addresses of occupants.

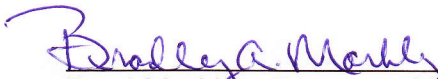
Approved Reviewed Revised



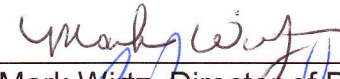
Kathrynne Shafer, Vice President for Operations



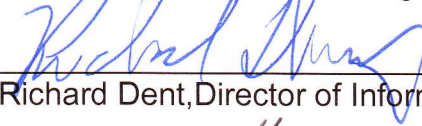
Cindy Burger, Director of Safety



Brad Markley, Director of Facility Services



Mark Wirtz, Director of Dining Services



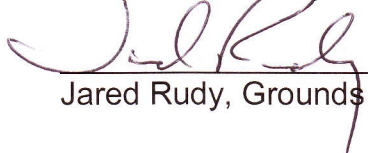
Richard Dent, Director of Information Technologies



Jeremy Kauffman, Head Athletic Trainer



Dan Smith, Facility Maintenance Service Manager



Jared Rudy, Grounds Manager

Steve Kennedy
Steve Kennedy, Fleet Mechanic

Scott Zeigler
Scott Zeigler, Campus Events MGR

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents and adhere to standards".