

Messiah University
Motorized Cart Use (Golf Carts, Gators, Unlicensed Utility Vehicles) Policy and Procedure
August 2025

Policy: It is the policy of Messiah University 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 University 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.
 - a. Proper use of carts and obeying all posted signs on campus
 - b. Proper storage of carts; location and charging the battery
 - c. Locking the cart when not in use
 - d. Education regarding driving restrictions on public roads
 - e. People walking on sidewalks always have the "right of way"
 - f. Misuse of carts will result in disciplinary action
3. The operator must view the Department of Safety's Driving Safety Off Road Vehicles power point document. When finished, print out the last page, sign the page, and present to their supervisor.
4. Cell phone use while driving is prohibited.
5. 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 right of ways is strictly prohibited. Violators risk being cited by local law enforcement.
6. 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.
7. Facility Services (Grounds and Fleet Services) is responsible to coordinate with Zimmerman's Automotive 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.
8. When the vehicles are not in use it is the specific department's responsibility to assure the steering wheel is locked in place with a lock and chain, or other secure device.
9. 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 on campus.
10. Vehicles without lights are to be used during daylight hours only.
11. All unlicensed vehicles are required to have a bright orange safety triangle on the rear of the vehicle.
12. When operating motorized carts on sidewalks, yield right of way to pedestrians.
13. Riding outside the cab is strictly prohibited. The only exception to this would be transportation of an injured student by an athletic 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.
14. Drivers are required to have a current, valid driver's license before operating the cart. Drivers must be on the Messiah University's approved drivers list.
15. All accidents involving golf carts, gators, and utility vehicles shall be reported to immediate supervisor and to the Department of Safety immediately, regardless of whether property or personal injury occurred.
16. 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.
17. Documentation of training and annual review is required to operate motorized carts.
18. Any driver found in violation of this policy may have privileges suspended or can be banned from operating the motorized carts.

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, share with your staff and adhere to standards.

Scott Zeigler, Form creator	Electronically signed by Scott Zeigler on 09/15/2025 3:02:47 PM
Provost	Submission Pending
Vice President for Operations	Electronically signed by Kathie Shafer on 09/15/2025 3:04:47 PM
Associate VP for IR and Administrative Technology	Electronically signed by Laura Miller on 09/15/2025 3:17:50 PM
Director of Building and Grounds	Electronically signed by Mark Graybill on 09/15/2025 3:04:06 PM
Director of Conference and Event Services	Electronically signed by Jody Brandt on 09/15/2025 3:55:54 PM
Director of Dining Services	Electronically signed by Mark Wirtz on 09/15/2025 3:11:46 PM
Director of Facility Services	Electronically signed by Brian Miller on 09/15/2025 3:29:27 PM
Director of Safety	Electronically signed by Maranda Hogue on 09/21/2025 8:29:13 PM
Director of Sports Medicine	Electronically signed by Megan Fowler on 09/15/2025 5:16:28 PM
Campus and Building Services Manager	Electronically signed by Laura Price on 09/16/2025 6:23:17 AM
Manager of Facility Services	Electronically signed by Jarrod Sites on 09/17/2025 7:06:42 AM
Grounds Manager	Electronically signed by Artie Palese on 09/16/2025 6:19:48 AM
Sustainability Program Coordinator	Electronically signed by Katelyn Galyen on 09/15/2025 3:05:24 PM