

# Augusta University

## Policy Library

### Motorized Carts Policy

**Policy Manager: Facilities**

#### **POLICY STATEMENT**

To provide policies and procedures for the acquisition and safe use of motorized carts on the Augusta University (AU) campuses.

#### **REASON FOR POLICY**

To ensure that motorized carts are purchased, used, and maintained in compliance with State of Georgia laws and regulations, and AU policies for service, maintenance, parking, and travel.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

A motorized cart is a gasoline or electric-powered four-wheeled vehicle designed to transport personnel and materials. These are commonly referred to as golf carts or utility carts.

#### **PROCESS & PROCEDURES**

**Responsibility: Budget Unit.** The Budget Unit desiring to purchase or replace a motorized cart must submit a Vehicle Request Form with the appropriate approvals to Vehicle Services at [vehicle\\_services@augusta.edu](mailto:vehicle_services@augusta.edu).

**Responsibility: Vehicle Services.** Vehicle Services will coordinate the purchase, accept delivery of the vehicle, prepare it for use, and service and maintain it for safe operation.

**Responsibility: Vehicle Operators.** Motorized carts shall be operated according to the same laws as for motor vehicles. Each operator will observe and adhere to all traffic rules and regulations pertaining to motor vehicles. A valid driver's license is required while operating AU vehicles as well as adhering to the requirements outlined the AU Motor Vehicle Policy.

The operator will allow only the number of passengers for which the vehicle is designed.

The operator will ensure that all equipment, materials, supplies and other items to be transported on motorized carts shall be properly and safely secured to prevent shifting, falling, or loss before the vehicle is allowed to be moved.

Motorized carts may only be operated on the designated interior travel arteries and roadways within the Augusta University campuses. The carts may only be used for official state business. For safety reasons, motorized carts are not allowed on 15<sup>th</sup> Street, R.A. Dent Blvd., St. Sebastian Way, University Place, Walton Way, Katherine Street, or Arsenal Avenue. Motorized carts may use the crosswalks in order to cross the above streets. Sidewalks should be used only where roadways and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.

Motorized carts shall be operated with the utmost courtesy, care, and consideration for the safety of pedestrians. Pedestrians shall be given the right-of-way at all times. Maintain adequate distance between vehicles and pedestrians. Reduce speed to compensate for inclines, pedestrians, and weather conditions.

Carts may not be driven, or parked on, any landscaped area unless that is the only available way to gain access to the specific area where your work is being performed. If, in order to allow pedestrian(s) the proper right-of-way, the cart must be on a landscaped area, it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear. If the cart is being operated on a sidewalk, the operator will pull off the sidewalk to pass the pedestrians or stop the unit when approaching pedestrians until they pass.

**Battery Recharge:** When recharging the batteries, the following safety rules must be observed:

1. Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged).
2. Do not recharge near an open flame or source of ignition.
3. Wash skin thoroughly with cold water if it comes into contact with battery acid.
4. Disconnect all battery charge cords before using the cart.

**Refueling Cart:** When refueling the cart the following safety rules must be observed:

1. Care should be taken to ensure no fuel is spilled on the ground. In the event of spillage, it must be immediately cleaned up and reported to Environmental Health and Safety at 721-2663.
2. Record all fuel on the fuel log.
3. Report any mechanical issues to [vehicle\\_services@augusta.edu](mailto:vehicle_services@augusta.edu).

**Responsibility: Public Safety Division.** The AU Public Safety Division will enforce the campus traffic, parking, and safety rules established for the use of motorized carts. Accidents and violations will be reported to the Augusta University Police Department dispatcher at 721-2911 when they occur. Any accident resulting in damage to a motorized cart must be reported to Vehicle Services as well at 667-4042.

**Safety:** General safety rules for operators and passengers of motorized carts:

- Pedestrians have the right of way.
- Cart operator must observe and adhere to all traffic rules and regulations pertaining to motor vehicles.
- Approach corners and potentially dangerous areas slowly and with caution.
- Motorized cart passengers are only allowed in seats designated for passengers.
- All equipment, supplies, tools, etc. must be secured to utility vehicles before it is moved.

## **REFERENCES & SUPPORTING DOCUMENTS**

Vehicle Services web page [https://www.augusta.edu/facilities/vehicleservices/AU Driver Acknowledgement Form](https://www.augusta.edu/facilities/vehicleservices/AU_Driver_Acknowledgement_Form)

## **RELATED POLICIES**

[AU Motor Vehicle Policy](#)

## **APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University  
Date: 4/26/2023

President, Augusta University

Date: 4/26/2023