



Office of Campus Safety

POLICIES AND PROCEDURES

Golf Cart/UTV Policy

POLICY:

Utica University regulates the approval, operation, and use of golf carts and utility terrain vehicles (UTVs) on University property. These vehicles may only be used for authorized University business purposes.

SCOPE:

Applies to all University-owned golf carts and UTVs operated on University property by employees, student employees, and Athletics personnel.

REASON FOR POLICY:

To promote safety, prevent serious injury, protect property, and reduce institutional liability associated with golf cart and UTV operations.

DEFINITIONS:

Golf cart: Low-speed vehicle for transportation and utility purposes.

UTV: Utility terrain vehicle used for personnel, equipment, and materials.

Authorized operator: Individual who has met the requirements and has been approved to operate a golf cart or UTV.

PROCEDURE:

1. Request and Approval Process

- Offices or individuals seeking use of a golf cart must submit a request through the University's Vehicle Request Form.
 - Requests are reviewed and approved by Campus Safety. Approval will be granted when a legitimate operational need exists, including:
 - Transportation of equipment, materials, or supplies
 - Access to campus locations not easily reached by standard vehicles
 - Facilities/Grounds, EMS, or Campus Safety operations
 - Athletic event and game management activities
 - Stewarding guests during approved special events
 - Other operational needs approved by Campus Safety
 - Circumstances Where a Golf Cart is Not Warranted
 - Personal convenience

- Replacing a normal walking commute across campus
- Avoiding inclement weather
- Being late or attempting to save time
- General transportation without a demonstrated operational need

2. Authorized Operators

- Operators must:
 - Be at least 18 years of age
 - Possess a valid driver's license
 - Complete any required training prior to operation
- Operators are responsible for safe vehicle operation and compliance with all University policies.

3. Operating Rules

- All operators shall:
 - Yield to pedestrians at all times.
 - Operate at a safe speed appropriate to conditions.
 - Avoid distracted driving, including the use of mobile devices.
 - Ensure all passengers remain seated while the vehicle is moving.
 - Never exceed the manufacturer's seating or load capacity.
 - Keep arms, legs, and equipment within the vehicle while in operation.
 - Remove keys when leaving an unattended vehicle.
 - Report any mechanical concerns immediately.

4. Roadway Use

- Golf carts and UTVs should primarily operate on campus roadways and parking lots.
- Except in unusual circumstances requiring access to locations where conventional vehicles cannot safely travel, operators shall remain on designated driving surfaces.
 - Operators must obey all traffic control devices, yield to pedestrian and vehicular traffic as required, and may not impede traffic flow.

5. Parking

- When not in use:
 - Vehicles must be parked in parking spaces.
 - Vehicles shall not be parked on sidewalks, pedestrian walkways, building entrances, fire lanes, or landscaped area, except when unloading or loading equipment.
- At the end of each workday, University-owned golf carts and UTVs shall be returned to their assigned parking location in the Facilities yard.

6. Special Events

- Golf carts may be authorized for approved University events when needed to:
 - Transport guests or dignitaries
 - Provide accessibility assistance
 - Support event operations
- Approval shall be limited to the duration and purpose of the event.

7. Athletics

- Athletics-operated golf carts, including those assigned to specific sports teams, are subject to all provisions of this policy.
- Authorized athletic uses include:
 - Game management
 - Event operations
 - Transporting equipment and supplies
 - Approved operational support functions

8. Emergency Services and Campus Safety Exception

- This policy shall not restrict emergency operational use by:
 - Campus Safety
 - Campus EMS
 - Other emergency response personnel authorized by the University

9. Maintenance and Inspections

- Offices or individuals assigned a golf cart or UTV are responsible for ensuring the vehicle remains in safe operating condition.
- Vehicles shall be periodically inspected and maintained according to manufacturer recommendations.
- Any unsafe vehicle shall be removed from service until repaired.

10. Accidents and Incidents

- Any accident involving a golf cart or UTV must be reported to Campus Safety as soon as possible, including:
 - Personal injury
 - Property damage
 - Vehicle damage
 - Pedestrian contact
 - Near-miss incidents with significant safety concerns

RESPONSIBILITY:

Campus Safety administers approvals, training requirements, enforcement, and incident review. Facilities oversees proper maintenance. Operators are responsible for safe operation and reporting concerns.

ENFORCEMENT:

Enforcement of Utica University policies is the responsibility of the office or offices listed in the “Resources/Questions” section of each policy. The responsible office will contact the appropriate authority regarding faculty or staff members, students, vendors, or visitors who violate policies.

Utica University acknowledges that University policies may not anticipate every possible issue that may arise. The University therefore reserves the right to make reasonable and relevant decisions regarding the enforcement of this policy. All such decisions must be approved by an officer of the University (i.e. President, Provost and Senior Vice President for Academic Affairs, or Vice President for Financial Affairs).

Violations of this policy may result in:

- Revocation of driving privileges
- Disciplinary action
- Departmental loss of vehicle use privileges
- Financial responsibility for damages where applicable

RESOURCES/QUESTIONS:

For questions, please contact the Office of Campus Safety at 315-792-3046 or safety@utica.edu.

Golf Cart Training Video: <https://www.youtube.com/watch?v=dg1yUvznCDw>

Golf Cart Request Form: <https://www.utica.edu/finance/facilities/vehiclerequest.cfm>

Please note that other Utica University policies may apply or be related to this policy. To search for related policies, use the Keyword Search function of the online policy manual.



Stephanie R. Nesbitt, President

9/15/26

Date

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