



## Delaware State University

**University Area(s) Responsible:** Office of Fleet Services

**Policy Number & Name:** 09-07 Off Highway Vehicles (OHV) Policy

**Approval Date:** 02/29/2016

**Next Review Date:** 03/01/18

### I. Purpose

The purpose of this policy is to establish standards for the safe operation and use of golf carts, service vehicles and any motorized type unit considered, by the State of Delaware as an Off Highway Vehicle (“OHV”), on all Delaware State University (“DSU”) campuses.

### II. Scope and Applicability

This policy applies to any use of golf carts service vehicles and other three or four wheeled cart-type vehicles that are powered by electric or internal combustion by DSU Authorized Drivers and University approved contractors on any DSU campus.

### III. Definitions

**Golf cart** - is a low speed vehicle which is designed to be used on a golf course but is used at DSU for other transportation or service purposes.

**Off Highway Vehicles (OHV)** - means a motor driven off-road vehicle capable of travel without benefit of a road or trail, on or immediately over land, snow, ice, marsh, swampland or other natural terrain. It includes, but is not limited to, a multi-wheel drive or low pressure tire vehicle, a motorcycle or related 2-wheel vehicle, an amphibious machine, a ground effect air-cushion vehicle or other means of transportation deriving motive power from a source other than muscle or wind.

**Other Motorized devices** - means a low speed device used on DSU property that is designed for travel or relocation of people and that is also designed to be stood on or sat upon by the operator, and that is powered by a motor that is capable of moving the device without human propulsion.

**Pedestrians** – are persons or people walking, jogging, inline skating, skateboarding, bicycling or those in wheelchairs or mobility assistance devices.

**Roadway** - means that portion of a highway improved, designed or ordinarily used for vehicular travel, exclusive of the berm or shoulder. In the event a highway includes two or more separate roadways, the term "roadway" as used herein shall refer to any such roadway separately but not to all such roadways collectively.

**Service Vehicle** – includes all other types of vehicles equipped to be driven that may be used by the maintenance department for their operational day to day work.

#### IV. Policy

- A. Only DSU Authorized Drivers and contractors may operate University owned golf carts, OHVs or service vehicles.
- B. Drivers of golf carts, OHVs or service vehicles on the DSU campus must have a valid driver's license and a satisfactory driving record. The driver must have their driver's license with them when operating any such vehicle.
- C. Golf carts, OHVs or service vehicles owned by DSU may only be operated on campus and only for official University business.
- D. Golf carts, OHVs or service vehicles owned by DSU must be registered in accordance with State of Delaware laws.
- E. Golf carts, OHVs and service vehicles must obey all traffic control signs including stop signs, posted speed limit signs and parking designations. Golf carts, OHVs and service vehicles must not park in areas designated by yellow or red curbing. **THE SPEED LIMIT CAMPUS-WIDE IS 15 MPH.**
- F. Operators of golf carts, OHVs or service vehicles must obey all commands to stop when signaled to do so by hand, voice, emergency lights, siren or other visual or audible signal by a DSU Department of Public Safety member.
- G. Cell phone usage (including texting) while driving a golf cart, OHV or service vehicle is strictly prohibited.
- H. No Authorized Driver shall not operate a golf cart, OHV or service vehicle while under the influence of alcohol, or drugs.
- I. Golf carts, OHVs and service vehicles shall be operated with care, courtesy and consideration for the safety and convenience of pedestrians. **Pedestrians have the right of way at all times.**

- J. Golf carts, OHVs and service vehicles shall not enter a part of campus, which has been closed off by barricades or other traffic control devices, including signs, except when specifically authorized by the Department of Public Safety.
- K. All accidents involving a golf cart, OHV or service vehicle **must** be reported immediately to the supervisor of the department to which the golf cart, OHV or service vehicle is registered and to the Department of Public Safety.
- L. Golf carts, OHVs or service vehicles may not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
- M. Cosmetic alterations or modifications are not allowed unless approved by the Division of Institutional Advancement.
- N. Golf carts, OHV or service vehicles are not to be driven on any landscaped area unless it is the only available way to gain access to the specific work area or to allow a pedestrian the right of way.
- O. All passengers must be in seats designed for such use. No passengers are allowed to be transported in the truck beds or on the sides of golf carts, OHVs or service vehicles with the exception of the transport of an injured person secured on a backboard.
- P. Children under the age of 12 are not allowed to be passengers in golf carts, OHVs or service vehicles unless they are using a seat belt.
- Q. Knowledge of and compliance with applicable state laws, rules, regulations and University policies are the responsibility of the driver. Noncompliance may result in the driver no longer being allowed to drive golf carts, OHVs or service vehicles on campus.
- R. If a registered golf cart, OHVs or service vehicle is destroyed, abandoned, stolen or sold the Office of Fleet Services must be notified immediately. DSU Central Receiving should also be notified so that asset records may be kept up to date.
- S. Fleet Services is responsible for the management of maintenance of all DSU owned golf carts, OHVs and service vehicles.
- T. The department of ownership is responsible for the cost of maintenance of the golf cart, OHVs or service vehicle(s) including the cost of repairing damage to the golf cart, OHV or service vehicle caused by regular use, misuse, abuse or a preventable accident.
- U. All golf carts, OHVs or service vehicles must undergo maintenance at least once a year. Preventative maintenance services include but are not limited to verifying the presence and proper operation of various safety features and adjusting the setting for “speed governors” as deemed appropriate. Unsafe golf carts, OHVs or service vehicles shall not be driven until repairs are made to make the vehicle safe again.

## **V. Safety Training Procedure**

All DSU golf cart operators are also required to do Golf Cart, OHV or Service Vehicle Safety Training (contact the Department of Enterprise Risk Management to schedule training.) and must sign an acknowledgement that they have received a copy of the Golf Cart, OHV, and Service Vehicle Safety Policy. Signed statements will be kept in the Department of Enterprise Risk Management.

## **VI. Responsibility**

Supervisors must make sure that each Authorized Driver in their department, who operates a golf cart, OHV or service vehicle, is properly advised of this policy.

Any department assigned and operating a golf cart in accordance with this policy shall ensure that any contractor operating the department's golf cart, OHV or service vehicle possesses a valid driver's license and have received a copy of this policy.

Each golf cart, OHV or service vehicle operator is responsible for providing timely notification of safety and maintenance concerns to the supervisor of the department to which the golf cart, OHV or service vehicle is registered.