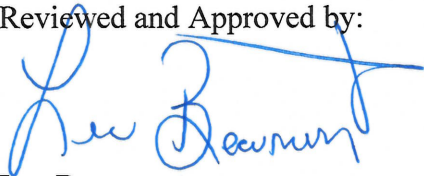
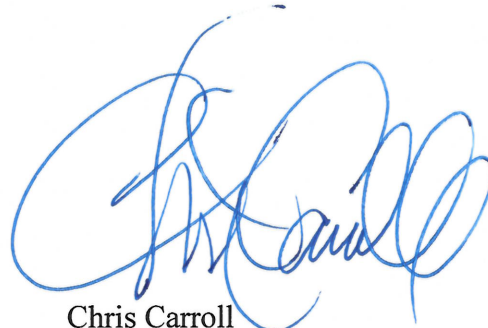


**Liberty University Golf Cart and Low Speed Vehicle Policy**


Reviewed and Approved by:



Lee Beaumont  
Senior Vice President  
Auxiliary Services



Chris Carroll  
Vice President  
Office of Special Projects



Richard Hinkley  
Chief of Police/Director of Public Safety  
Liberty University Police Department



John Peterson  
Safety Program Manager  
Human Resources



Greg Bennett  
Director  
Health & Environmental Safety



Teddy Sweet  
Director  
Transit



David Napier  
Manager  
Transportation



Vicklon Jaynes  
Director of Risk Management  
Risk Management

# Liberty University Golf Cart and Low Speed Vehicle Policy

## PURPOSE

The purpose of this policy is to promote safe and compliant operation of golf carts and low speed vehicles (LSV's) on the Liberty University campus and properties. Liberty University provides golf carts and low speed vehicles (LSV's), to assist with campus operations where a larger vehicle is impractical or unable to navigate terrain. All golf carts and LSVs must be operated in accordance with applicable state and local laws and in such a way as to safeguard students, faculty, staff, and University visitors from potential risks.

## POLICY

Liberty University owned and operated golf carts and LSV's shall be operated by authorized personnel. Authorized personnel for the purposes of this policy is defined as those persons having:

- the necessary licensure based on vehicle type as defined by state and local laws, regulations, and ordinances,
- completed the Liberty University identified safety training, and
- supervisor clearance.

For operation of street legal LSVs as defined by state, local law and ordinances the driver must complete the Liberty University Approved Driver Process.

<http://www.liberty.edu/financeadmin/auxiliaryservices/transitservices/index.cfm?PID=18056>. *If you have questions regarding whether the vehicle you are driving is street legal, check with your supervisor, Liberty University Transit Services (434-592-3640) or Human Resources (434-592-7330) during normal business hours (8:00 am-4:30 pm, Monday-Friday).*

Assigned operation of golf carts and LSVs must be carried out in a manner that minimizes risk of injury to the driver, passengers, pedestrians, campus traffic, as well as damage to the vehicle and surrounding property.

## **APPLICATION**

This policy applies to all Liberty University employees that operate golf carts and other low speed vehicles for official Liberty University purposes.

## **DEFINITIONS**

For the purposes of this policy, the definition of golf carts and low speed vehicles will also include utility vehicles as found in the Code of Virginia.

<http://law.lis.virginia.gov/vacode/title46.2/chapter1/section46.2-100/>

## **EFFECTIVE DATE**

This policy is effective as of the revision date listed and supersedes all prior issued revisions.

## **DEPARTMENT RESPONSIBILITY**

The Director or Manager of Departments that are assigned golf carts or other low speed vehicles:

- Shall be responsible for ensuring that golf carts or other low speed vehicles assigned to their department are only operated by authorized personnel as described within this policy.
- Shall be responsible for ensuring that authorized personnel within their departments are operating the vehicles in accordance with all requirements of this policy.
- Shall ensure that each authorized user has received and read a copy of this policy.
- Shall ensure that each golf cart or other LSV in their department receives at least annual preventative maintenance.
- Shall ensure that each golf cart or other LSV in their department is inspected for damage and are properly equipped for anticipated use in accordance to this policy.
- Shall ensure that the vehicles are listed with Liberty Risk Management Department for insurance coverage consistent with state statute.

## RULES AND REGULATIONS

The following rules and regulations will apply to operation:

- Prior to operating Liberty owned and operated golf carts and LSVs personnel must be authorized to do so as defined by the requirements of this policy.
- All authorized personnel operating golf carts and LSV's must:
  - Obey all traffic regulations.
  - Yield the right of way to traffic and pedestrians. *Pedestrians should not be forced to move into traffic to avoid an approaching golf cart or LSV.*
  - Maintain a speed that is consistent with the presence of pedestrians and slow moving traffic in all areas of campus.
  - Drive in a manner that is consistent with the safety of all passengers, pedestrians, and slow moving campus traffic. *Reduce speed when navigating traffic bumps, changing traffic patterns, or approaching obstacles. Stop and look for hazards at blind corners created by buildings, vehicles, curves, or landscaping.*
  - Operate the vehicle in a matter that prevents damage to it or other property. *Use designated vehicle ramps or access areas, avoid running over or across traffic barriers, large or anchored obstacles, elevated curbs or sidewalks. Prevent vehicle tipping or rolling by avoiding sharp or severe slope or inclines in terrain.*
  - Limit the number of occupants to the number of *designated* seats within the vehicle. *All Passengers must be seated in designated passenger seating. Passengers should keep arms and legs inside of cart when vehicle is moving.*
  - *If the vehicle is designed for the use of seatbelts they must be used while operating or riding the vehicle.*
  - Do not block entrances or exits to buildings, stairways or mobility ramps with the vehicle.

- Authorized personnel are responsible for maintaining control over the vehicle at all times while assigned for their use. *Do not leave the keys in an unattended or supervised vehicle. Park vehicle on level surface and engage brake or clutch to prevent rolling. Return to designated area after completion of task or work day.*
- Report all accidents immediately to Liberty University Police Department and to your supervisor.
- Report all “near misses”, equipment damage, or malfunction to your supervisor.

## **OPERATION ON SIDEWALKS**

Golf carts and LSVs should not use sidewalks as a regular means of travel from one location to another unless directed to do so by city ordinance or policy. Lynchburg City Ordinances 25-200 through 25-200.8 and campus map designating sidewalk operation of golf carts and LSVs are attached to this policy. The Lynchburg City ordinance also limits golf cart operation on designated city streets and roadways that are adjacent to the Liberty Campus. (Appendix A) *If you have questions related to authorized driving locations, check with your supervisor, Liberty University Transit Services (434-592-3640) or Human Resources (434-592-7330) during normal business hours (8:00 am-4:30 pm, Monday-Friday).*

Campus operations may require vehicle access to sidewalks when driver is (1) responding to an emergency near or on a sidewalk, (2) performing campus functions in a location where there is no other means of access, or (3) delivering large or cumbersome items to a location inaccessible by any other means.

When it is necessary to access or drive on a sidewalk, the golf cart or LSV must maintain a pace similar to a quick walking pace and **MUST yield to all pedestrians using extreme caution.** *Use of these designated sidewalks must be kept to a minimum. When encountering a pedestrian, position vehicle in a way that **does not force pedestrians into traffic.***

Quick checklist of Dos and Don'ts found in Appendix B.

## **REQUIRED EQUIPMENT AND MARKINGS**

All golf carts or other low speed vehicles must be appropriately labeled and equipped as follows.

- Golf carts or other LSV operated only in daytime (sunrise to sunset) must have:
  1. Reliable steering
  2. Efficient brakes
  3. Safe tires
  4. Reflectorized warning devices both front and rear
- Golf carts or other LSV operated during nighttime (sunset to sunrise) must have:
  1. All of the above equipment, plus;
  2. Headlights
  3. Tail lights/brake lights
- Street legal Low Speed Vehicles must have:
  1. Valid Virginia Inspection Decal and Certification
  2. Insurance certificate in vehicle
  3. Vehicle identification number
  4. Valid Virginia registration and license plates (if operated on public streets)
- All golf carts and LSV's after meeting above requirements must also have appropriate Liberty University graphics and Department ID and vehicle number.

### **Failure to Follow Policy**

Failure to adhere to all of the points in this Policy could result in the revocation of authorization to operate Golf Carts and/or Low Speed Vehicles for Liberty University

### **Questions Concerning Policy**

Questions concerning this policy should be addressed to Liberty University Transit Services (434-592-3640) or to Human Resources (434-592-7330) during normal business hours (8:00 am-4:30 pm, Monday-Friday).

## **Liberty University Golf Cart and Low Speed Vehicle Policy Acknowledgement**

I hereby acknowledge receipt of the Liberty University Golf Cart and Low Speed Vehicle Policy.

I also certify that I have had an opportunity to read and become familiar with the terms and conditions of this Policy and agree to abide by the Policy as set forth. I understand and agree that the University reserves the right to amend, alter or abolish any or all of the terms of this Policy as circumstances warrant with or without notice, and as prescribed by law.

I understand that this Policy now replaces and supersedes any previous verbal or written policies, understandings or agreements concerning the Liberty University Golf Cart and Low Speed Vehicle Policy.

Nothing in this Policy or Policy Acknowledgement is intended to set forth either expressed or implied contractual obligations of the University. I understand that I am an employee at-will with Liberty University; and as such, that we each remain free to terminate the employment relationship with or without advance notice for any reason or for no reason at all.

I understand this policy will be used in conjunction with any other policies or regulations specific to the performance of my job, if any. These include, but are not limited to Departmental Standard Operating Procedures and job descriptions.

Employee Signature and Date \_\_\_\_\_

Employee Printed Name \_\_\_\_\_

Supervisor's Signature and Date \_\_\_\_\_

Each Department should keep a copy of this document on file and send the original to the Human Resources Department.

## APPENDIX A

### LYNCHBURG CITY ORDINANCE 25-200 THROUGH 25-200.8

#### ORDINANCE

AN ORDINANCE TO AMEND AND REENACT THE CODE OF THE CITY OF LYNCHBURG, 1981, BY ADDING THERETO NEW SECTIONS NUMBERED 25-200 through 25-200.8, RELATING TO THE OPERATION OF GOLF CARTS AND UTILITY VEHICLES ON THE PUBLIC STREETS .

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. That the Code of the City of Lynchburg, 1981, be and the same is hereby amended and reenacted by adding thereto Sections 25-200 through 25-200.8 as follows:

#### DIVISION 5. OPERATION OF GOLF CARTS AND UTILITY VEHICLES

##### **Sec. 25-200. Definitions.**

"Golf cart" for the purposes of this article means a self-propelled vehicle that is designed to transport persons playing golf and their equipment on a golf course.

"Utility vehicle" for the purposes of this article means a motor vehicle that is (i) designed for off-road use, (ii) powered by an engine of no more than 25 horsepower, and (iii) used for general maintenance, security, agricultural, or horticultural purposes. "Utility vehicle" does not include all-terrain vehicles as defined in Section 46.2-100 of the Code of Virginia, riding lawn mowers, or any other vehicle whose definition is included in Section 46.2-100 of the Code of Virginia.

##### **Sec. 25-200.1. Use of golf carts or utility vehicles on public highways.**

(a) No person shall operate a golf cart or utility vehicle on or over any public highway in the city except as provided in this division.

(b) The prohibitions of this section shall not apply to the operation of golf carts and utility vehicles by public employees and agents in the performance of governmental functions.

##### **Sec. 25-200.2. Designation of public highways for golf cart and utility vehicle operations.**



(a) No portion of the public highways may be designated for use by golf carts and utility vehicles unless the city council has reviewed and approved such highway usage.

(b) The city council may by ordinance authorize the operation of golf carts and utility vehicles on designated public highways within the city after (i) considering the speed, the volume of traffic, the average number of accidents, and the character of motor vehicle traffic using such highways, (ii) the physical characteristics of the public highways, such as the width, grade, condition of the pavement, etc. (iii) such other information as the city council may deem reasonably necessary to decide if golf carts and utility vehicles can be safely operated on such public highways, and (ii) determining that the operation of golf carts and utility vehicles on particular highways is compatible with state and local transportation plans and consistent with the Commonwealth's Statewide Pedestrian Policy.

(c) No public highway shall be designated for use by golf carts and utility vehicles if such golf cart and utility vehicle operations will impede the safe and efficient flow of motor vehicle traffic.

(d) Signs, approved by the city traffic engineer, alerting motorists that golf carts and utility vehicles may be in operation shall be erected along all roads designated for golf cart and utility vehicle operation in such locations as determined by the city traffic engineer. The city shall be responsible for the installation and maintenance of any signs pertaining to the operation of golf carts or utility vehicles. The cost of the installation and continued maintenance of the signs on streets and highways designated for the use of golf carts and utility vehicles shall be the responsibility of the organizations, individuals, homeowners associations or other entities requesting the designations. All costs incurred by the city for the installation and continued maintenance of the signs shall be assessed to and recovered from the organization, individual, or entity that requested the designation.

(e) If such signage is not in place at all times, the operation of golf carts and utility vehicles shall be illegal and must immediately cease until the signs are repaired or replaced.

**Sec. Sec. 25-200.3. public highways designated for golf cart and utility vehicle operations.**

(a) The city council hereby designates the following public highways within the city upon which golf carts and utility vehicles may be operated in accordance with the provisions of this article.

(1) *In the area of Randolph College, as follows:*

- a. *Rivermont Avenue (sidewalk only; must yield to pedestrians), from North Princeton Circle to 2470 Rivermont Avenue.*
- b. *The signalized crossing at Rivermont Avenue and North Princeton Circle.*
- c. *The crosswalk at the intersection of Rivermont Avenue and Norfolk Avenue.*
- d. *South Princeton Circle, from Rivermont Avenue to 220 South Princeton Circle.*
- e. *North Princeton Circle, from Rivermont Avenue to 80 North Princeton Circle.*
- f. *Norfolk Avenue, from the rear driveway at 2601 Rivermont Avenue to Cedar Drive.*
- g. *Westmoreland Avenue, from Rivermont Avenue to 227 Westmoreland Avenue.*

- h. Arlington Street, from Rivermont Avenue to the driveway serving 2615 Rivermont Avenue.*

*(2) In the area of Lynchburg College, as follows:*

- a. Faculty Drive, from Lakeside Drive to its end.*
- b. Hood Street, from Lakeside Drive to Staunton Street.*
- c. Staunton Street, from Hood Street to Monticello Avenue.*
- d. Monticello Avenue, from Staunton Street to Lakeside Drive.*
- e. The signalized crossing at the intersection of Monticello Avenue, Oakley Avenue and Lakeside Drive.*
- f. Jubal Street, from Oakley Avenue to College Street.*
- g. Hood Street, from Jubal Street to Lakeside Drive.*
- h. Blue Ridge Street, from Jubal Street to Lakeside Drive.*
- i. College Drive, from Lakeside Drive to Vernon Street.*
- j. Vernon Street, from College Street to Richmond Street.*
- k. Brevard Street, from College Street to Thomas Road.*
- l. Westwood Avenue, from College Street to Thomas Road.*
- m. College Street, from Vernon Street to its end.*
- n. McCausland Street, from College Street to Thomas Road.*
- o. Lakewood Street, from McCausland Street to Thomas Road.*

*(3) In the area of Liberty University, as follows:*

- a. Candler's Mountain Road (sidewalk only; must yield to pedestrians), from Regents Parkway to University Boulevard.*
- b. The signalized crossing at Regents Parkway and Candler's Mountain Road.*
- c. The signalized crossing at Candler's Mountain Road and University Boulevard.*
- d. University Boulevard, from Candler's Mountain Road to Liberty Mountain Drive.*
- e. Liberty Mountain Drive, from Candler's Mountain Road to the City boundary with Campbell County.*

*(4) In the area of Central Virginia Community College, as follows:*

- a. Harvard Street (State Route 368), from Wards Road to Wards Ferry Road.*

Even if the city council has approved the operation of a golf cart or utility vehicle on a designated public highway, if the designated public highway is maintained by the Virginia Department of Transportation, no person shall operate any golf cart or utility vehicle on such public highway until the Virginia Department of Transportation also approves the operation of golf carts and utility vehicles on such public highway.

(b) With regard to each of the public highways listed in subsection (a) above, the city council has considered the factors set forth in subsection 25-200.2(b) above, as required by Section 46.2-916.2 of the Code of Virginia.

**Sec. Sec. 25-200.4. Limitations on golf cart and utility vehicle operations on designated public highways.**

(a) Golf cart and utility vehicle operations on designated public highways shall be in accordance with the following limitations:

(1) A golf cart or utility vehicle may be operated only on designated public highways where the posted speed limit is 25 miles per hour or less. A golf cart or utility vehicle may cross a highway at an intersection controlled by a traffic light if the highway has a posted speed limit of no more than 35 miles per hour;

(2) No person shall operate any golf cart or utility vehicle on any designated public highway unless the signage required by Section 25-200.2(d) of this division is installed at the time of said operation; if such signage is not in place, the operation of golf carts and utility vehicles shall be illegal and must immediately cease until the signs are repaired or replaced;

(3) No person shall operate any golf cart or utility vehicle on any public highway unless he has in his possession a valid driver's license;

(4) Every golf cart or utility vehicle, whenever operated on a public highway, shall display a slow-moving vehicle emblem in conformity with Section 46.2-1081 of the Code of Virginia;

(5) Golf carts and utility vehicles shall be operated upon the public highways only between sunrise and sunset, unless equipped with such lights as are required in Section 46.2-1010 *et seq.* of the Code of Virginia, for different classes of vehicles;

(6) Golf carts and utility vehicles operating on designated public highways pursuant to this section shall be covered by an insurance policy. Such policy shall meet the minimum liability amounts contained in Section 46.2-472 of Code of Virginia and provide coverage during the operation of the golf cart or utility vehicle on public highways; proof of such insurance shall be maintained in such golf cart or utility vehicle at all times such golf cart or utility vehicle is in operation on a designated public highway;

(7) Golf carts and utility vehicles must be operated in accordance with all applicable state and local laws and ordinances, including all laws, regulations, and ordinances pertaining to the possession and use of alcoholic beverages;

(8) Only the number of people the golf cart or utility vehicle is designed to seat may ride on a golf cart or utility vehicle. Additionally, passengers shall not be carried on the part of a golf cart or utility vehicle designed to carry golf bags or other cargo, and no one shall ride standing in a golf cart or utility vehicle;

(9) Golf carts and utility vehicles must be operated to the extreme right of the roadway and must yield to all vehicular and pedestrian traffic;

(10) Golf carts and utility vehicles should not be operated during inclement weather, nor when visibility is impaired by weather, smoke, fog, or other conditions; and

(11) The police chief or his designee may prohibit the operation of golf carts or utility vehicles on any highway if the police chief determines that the prohibition is necessary in the interest of public safety.

(b) The limitations of subsection (a) above shall not apply to golf carts and utility vehicles being operated as follows:

(1) To the extent necessary for local government employees or agents, operating only upon highways located within the locality, to fulfill a governmental purpose, provided the golf cart or utility vehicle is being operated on highways with speed limits of 35 miles per hour or less; and

(2) As necessary by employees of public or private two-year or four-year institutions of higher education if operating on highways within the property limits of such institutions, provided the golf cart or utility vehicle is being operated on highways with speed limits of 35 miles per hour or less.

#### **Sec. 25-200.5. Application or nomination procedure.**

(a) Any individual, organization, or entity may apply to the city manager to have a qualifying public highway in the city designated for golf cart or utility vehicle use, provided, however, that if the public highway is located within a neighborhood with a homeowners association, whether mandatory or not, the application shall be in the name of the homeowners association and shall be signed by a duly-authorized representative of the homeowners association.

(b) At a minimum, each application shall include the following:

(1) The full legal name of the individual, organization, or entity making the application;

(2) The name and route number, if any, of each public highway to be designated;

(3) An application fee of \$250.00.

(c) Upon receipt and acceptance of the application by the city manager, it shall be considered by the chief of police and the city traffic engineer, who shall make a recommendation to the city manager.

(d) The city manager shall review the recommendations of the chief of police and city traffic engineer and shall make a recommendation to the city council.

(d) The city council shall consider the recommendations of the city manager, the factors set forth in Section 25-200.2(d) of this division, and the general merits of the application before making a determination.

(e) Any costs associated with the application, including advertising costs, shall be the responsibility of the individual, organization, or entity making the application. All such costs

incurred by the city shall be assessed to and recovered from the individual, organization, or entity making the application.

**Sec. Sec. 25-200.6. Penalty.**

Except as otherwise specifically provided, any person who violates any provision of this article shall be guilty of a traffic infraction punishable by a fine of not more than \$250.00.

**Sec. Sec. 25-200.7. Revocation of designation.**

The city council may, at its sole discretion and upon recommendations of the city manager, suspend the designation of any public highway for golf cart or utility vehicle use at any time.

**Sec. Sec. 25-200.8. Liability disclaimer.**

All persons who operate or ride upon golf carts or utility vehicles on public highways do so at their own risk and peril, and must be observant of and attentive to the safety of themselves and others, including their passengers, other motorists, bicyclists, and pedestrians. The city shall have no liability under any theory of liability and assumes no such liability for permitting golf carts and utility vehicles to be operated on designated public highways.

2. That this ordinance shall become effective upon its adoption.

Adopted:

Certified: \_\_\_\_\_

Clerk of Council

# Proposed Utility Vehicle Routes Liberty University Campus



- Proposed Route - Sidewalk Only
- Proposed Route - Recommended
- - - Proposed Route - Not Recommended
- Corporate Limit



DISCLAIMER: THIS MAP IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS SUCH. THE INFORMATION DISPLAYED IS A COMPILATION OF RECORDS, INFORMATION, AND DATA OBTAINED FROM VARIOUS SOURCES. THE CITY OF LYNCHBURG IS NOT RESPONSIBLE FOR ITS ACCURACY OR HOW CURRENT IT MAY BE.

City of Lynchburg - 46 October - 2/20/2016

## APPENDIX B

### Quick Check List of Do's and Don'ts for Safe Operation of Golf Carts

- **Do remember to always yield right of way to pedestrians**
- Do drive safely
- Don't speed
- Do observe all posted traffic signs
- Don't run stop signs
- Do limit passengers to the designed seats
- Don't allow riders to stand or sit anywhere on vehicle except designed seats
- Do remain seated when vehicle is moving
- Don't extend arms or legs outside of vehicle while vehicle is moving
- Do slow down for speed control bumps and corners
- Don't drive perpendicular to slopes
- Don't drive golf carts on public streets except as allowed under city ordinance found in appendix A.
- Do inspect vehicle to insure that brakes, steering, lights (if equipped) and any other required equipment are working properly before operating that golf cart or low speed vehicle.
- Do report all accidents to LUPD and Department Supervisor