

Liberty University

Golf Cart, Low Speed Vehicle and Utility Vehicle Policy



PURPOSE & SCOPE

Liberty University is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the University has developed this policy to define the rules and regulations that will govern the use and operation of golf carts, low speed vehicles (LSV's), and utility vehicles on Liberty University campus and other Liberty University properties.

POLICY

Liberty University desires to provide a working environment that is safe and free from hazards. Golf carts LSV's and utility vehicles, like any other transportation vehicles, must be operated in such a way as to safeguard students, faculty, staff and University visitors from potential risks. It is also Liberty University policy that golf carts, LSV's and utility vehicles be operated only after successful completion of all required safety training and in accordance with the laws and ordinances of the Commonwealth of Virginia, the City of Lynchburg and any other jurisdiction in which Liberty University owned/rented equipment is operated.

APPLICATION, IMPLEMENTATION AND RESPONSIBILITIES

APPLICATION

This policy applies to all Liberty University employees that operate golf carts, low speed vehicles and utility vehicles for official Liberty University purposes. For the purposes of this policy, the definitions found in the [Code of Virginia 46.2-100 Definitions](#) are used to define golf carts, low speed vehicles and utility vehicles. This policy is effective as of the revision date listed and supersedes all prior issued revisions.

RULES AND REGULATIONS

The following rules and regulations must be complied with when operating golf carts, low speed vehicles and utility vehicles:

1. **Always wear seat belts** if so equipped.
2. Use of cell phones or other electronic device while operating these type of vehicles is prohibited.
3. Obey all traffic regulations. Do not drive at excessive speeds. Slow down for all speed bumps and turns.
4. Keep hands, arms, legs and feet inside of cart when vehicle is moving, unless utilizing arms and hands to signal turning or stopping when a vehicle is not equipped with taillights and turn signals.
5. **Always yield the right of way to pedestrians.**
6. Only authorized employees may operate golf carts LSV's and UTV's. An authorized employee is one who has:
 - a) Completed training for use of these vehicles.
 - b) A valid driver's license. If someone does not have a valid driver's license, under certain circumstances, they may be exempted from this requirement. This is assessed on a case-by-case basis by Environmental Health and Safety or Human Resources.

The Approved Driver Process is required before operating a street legal LSV. The approved driver application can be found at the [Liberty Transit Services](#) web page under Approved Driver.

7. Never leave the keys in an unattended golf cart or LSV. (Vehicles equipped with flashing safety/emergency lights are exempted from this when it is necessary to use those lights for safety reasons).
8. These Vehicles whether owned or rented by LU, may not be used between sunset and sunrise unless equipped with headlights, taillights and beacon lights.
9. Use blinkers if equipped to signal to traffic and pedestrians when turning. If the vehicle is not equipped with turn signals or brake lights, utilize the proper hand signals to let traffic know your intentions.



10. Golf carts, LSV's and utility vehicles are prohibited from driving on sidewalks. The only exceptions to this are;
 - a. If the driver is responding to an emergency.
 - b. If the driver is performing a service-related function and there is no other means of access.
 - c. If the driver is delivering items that are cumbersome to a location inaccessible by any other means.
 - d. In areas where only sidewalk access is allowed by city ordinance. In these cases, if it is necessary to drive on a sidewalk, the golf cart, LSV or utility vehicle 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**.
11. Do not drive over or across curbs, use designed access ways (applies only to golf carts).
12. The allowed number of occupants is limited to the number of *designed* seats. Passengers may not sit or stand in or on any other area of the cart, all passengers must be seated in a seat designed for that purpose.
13. Sitting or Standing in the dump bed of a golf cart, LSV or utility vehicle is **STRICTLY PROHIBITED!**
14. Before proceeding to backup, make sure there is no person or obstruction behind the vehicle.
15. Use reduced speed when negotiating corners. Stop and look at blind corners.
16. Reduce speed when driving in inclement weather.
17. Stop the vehicle in a safe location if passenger(s) behavior affects your ability to operate the vehicle safely.
18. Maintain adequate distance between vehicles and pedestrians.
19. Use extreme care at building entrances and upon entering/exiting enclosed areas.
20. Golf carts/LSV's/Utility Vehicles will not be parked:
 - a. Where they can obstruct access to and egress from a building.
 - b. In front of or on ADA access areas.
 - c. In front of stairways or ramps.
 - d. In fire lanes.
 - e. In reserved parking spaces.

f. In handicapped parking spaces.

21. Golf carts, LSV's and utility carts are not to be operated on city, county or state roadways or streets except as allowed under [Lynchburg City Ordinance, Chapter 25 Motor Vehicles and Traffic, Article V. Operation of Vehicles, Section 25-188 thru 25-188.8](#) or allowed by [Virginia State Code 46.2-916.3](#). These Vehicles can be driven throughout main campus. A map showing where these vehicles can be driven on the surrounding city, county and state roads is on the [EHS website](#) under Policies, Programs and SOPs under Golf Cart, LSV and UTV Policy. Only the roads identified on this map can be utilized. Driving on roads not identified on this map are subject to citations by law enforcement.
22. All applicable laws must be obeyed when operating a street legal LSV, whether on or off campus.
23. Report all accidents immediately to Liberty University Police Department and to your supervisor.
24. Report all "near misses" to your supervisor who then shall report the near misses to Environmental Health and Safety.

Responsibilities

Department supervisors shall ensure that all affected employees complete the required training, only authorized employees operate these type vehicles, personnel maintain compliance with this policy and address enforcement issues through proper human resource procedures, vehicles are maintained and receive at a minimum annual preventative maintenance and that vehicles are inspected prior to use in accordance with this policy.

Employees shall complete golf cart, LSV, utility vehicle training, conduct safety inspections prior to use and report any deficiencies. If deficiencies pose a safety hazard, the vehicles must **NOT** be used, and transportation should be contacted immediately. Operate these vehicles according to this policy.

Transportation shall provide necessary maintenance of golf carts, low speed vehicles and utility vehicles per manufacturer's specifications and alert EHS to any abuses of equipment that could potentially impact employee safety.

Environmental Health and Safety (EHS) shall provide training to all personnel utilizing these types of vehicles, provide periodic review, update of policy, and observe operation of vehicles and address safety issues with employees and supervisors.

Liberty University Police Department (LUPD) shall enforce the laws and policies of Liberty University and write traffic citations to any operator that is not operating a vehicle within the requirements of the law.

Required Equipment

The required equipment on all golf carts, low speed vehicles and utility vehicles can be found on the [EHS website](#) under Policies, Programs and SOP's and then under Golf Cart, LSV, UTV Policy.

Pre-Use Safety Inspection

Prior to using any golf cart, low speed vehicle or utility vehicle, the operator must perform a safety check. Things to look for can be found on the [EHS website](#) under Policies, Programs and SOP's and then under Golf Cart, LSV, UTV Policy.

Training

ALL users MUST receive Safety Training. Training shall include, but not be limited to, information contained in this policy/proper use of vehicle. what to inspect prior to use, basic functions of the vehicles and a quiz of the covered material. For LU employees, training can be done online by going to the [EHS website](#) and selecting the blue and white course registration.

Contractor Use of LU Owned Golf Carts/UTV's

Prior to a contractor (Temporary Staffing, Construction Contractor Employee, etc.) employee using a LU owned golf cart or UTV the following must be completed:

1. Contractor company must provide a job description including the use of golf carts/UTV's to their insurer. Their insurer will then need to verify in writing that the employee is covered under worker's compensation to perform those duties. That letter then needs to be provided to Risk Management and EHS.
2. Once EHS has received the letter from the insurer, the LU department making the request can then schedule training for the contractor employee(s) through EHS by email at lusafety@liberty.edu or calling 434-582-3389. Once the contract employee(s) has completed the training the employee(s) must pass the written test to be authorized to use LU golf carts/UTV's for LU business.

Policy Regarding Rear Facing Seats on Golf Carts

Due to previous injuries and in an effort to mitigate future injuries, effective June 8, 2022, golf carts that have a rear facing seat will no longer be purchased or rented by Liberty University. Any golf carts with rear facing seats that Liberty University currently owns will be modified so that no one can ride in the rear facing seat. It can be modified to store equipment or tools as long as it does not affect the stability of the golf cart or exceed the weight limits of the golf cart.

ENFORCEMENT

Failure to follow the Liberty University Golf Cart, Low Speed Vehicle and Utility Vehicle Policy can result in life threatening or serious injury situations to staff, faculty, students and visitors. Failure to follow this policy can result in disciplinary action up to and including discharge.

Questions Concerning Policy

Questions concerning this policy should be addressed to Environmental Health and Safety at 434-582-3389 or at lusafety@liberty.edu during normal business hours (7:00 am - 5:00 pm, Monday-Friday).

APPLICABLE REGULATIONS, STANDARDS AND REFERENCES

All regulations referenced for the development of this policy can be found on the [EHS website](#) under Policies, Programs and SOPs under Golf Cart, LSV and UTV Policy.

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Revision Tracking

Revision Number	Revision Description	Date Originated/ Revised	Policy Author/Reviser:	Policy Approvers
	Original – Revised down to one page per COO from original 15-page document. Released as an original for the single page program. Approval was verbally communicated by Lee Beaumont.	9/13/16	Lee Beaumont Chris Carroll Richard Hinkley John Peterson Greg Bennett Teddy Sweet David Napier Vicklon Jaynes	Lee Beaumont Chris Carroll Richard Hinkley John Peterson Greg Bennett Teddy Sweet David Napier Vicklon Jaynes
01	Added link to Lynchburg city ordinance explaining where LSV's can be driven.	3/19/18	Greg Bennett	Greg Bennett
02	Changed watermark to LU Security and Public Safety, Changed contact to EHS from Transit for any questions.	8/28/18	Greg Bennett	Greg Bennett
03	Completely revised including changing to new EHS format. Added utility vehicles. Mandated Training and equipment required on vehicles. Mandated pre-use inspection.	9/18/19	Greg Bennett	Ronald Sloan John Peterson Greg Bennett
04	Added photos to cover page, under training added that LU employees can do training online and outlined the requirements for sub-contractors to use LU owned golf carts/UTV's. Added policy regarding rear facing seats of golf carts.	6/8/22	Greg Bennett	Ronald Sloan John Peterson Greg Bennett