

Motorized Cart Program

Responsible Administrator: Safety Specialist

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1. Program Description

This program provides guidance regarding the acquisition and approved business use of golf cart type vehicles, also known as motorized carts, and low speed vehicles (LSV) on the UC Irvine campus. Methods have been established for the University to monitor the use, registration and maintenance of golf carts and other low speed vehicles (LSV) that are powered by electric or internal combustion motors. Examples of manufacturers of golf cart type vehicles include: Cushman, Club Car, Daihatsu, Ford Think, and Gem Car.

This program does not apply to tractors, other machinery or the operation of rented or owned golf cart type vehicles used by authorized visitors or contractors.

2. Scope

This program applies to all UC Irvine employees and EHS approved drivers who use the specified vehicles for official business and/or for disability-related needs.

3. Definitions

Approved business. The following are approved business:

- Transporting personnel, equipment or supplies for University purposes.
- Transporting employees, students, or visitors with temporary disability-related needs.

Motorized Cart/ Golf Cart: An electric or gasoline powered vehicle primarily manufactured for off-road use. These vehicles are generally distributed for use on golf courses and other turf, off-road purposes. The maximum speed for these vehicles should be no more than 15 mph, have no less than three wheels in contact with the ground, and weigh no more than 1,300 pounds unladen (empty).

Low Speed Vehicle (LSV's): Auto/passenger vehicle manufacturers primarily manufacture these types of electric vehicles that are designed and distributed for both street and turf uses. These vehicles include Global Electric Motorcars (GEM), Neighborhood Electric Vehicles (NEV), and Ford Think. The maximum speed for a Low Speed Vehicle (LSV) should be no more than 25 mph, and have a gross vehicle weight rating (GVWR) of less than 3,000 pounds

4. Responsibilities

Departments:

- Follow purchased vehicles acquisition guidelines listed in [Appendix A – Acquisition Guidelines for Golf Cart Type Vehicles](#)
- Refer all eligible employees to EHS’s two-part motorized cart safety training program (uclc.uci.edu)
- Ensure operators hold a valid driver’s license.
- Ensure operators and supervisors sign the [Appendix B – Departmental Golf Cart Type Vehicle Operator’s Agreement](#)
- Ensure routine vehicle maintenance and inspections are conducted and consistent with manufacturer's recommendations.
- Maintain written documentation of inspection reports, maintenance records, and [Appendix B – Departmental Golf Cart Type Vehicle Operator’s Agreement](#)
- Ensure cart labels, VINs (LSV only), and official [UC Irvine](#) logos are clearly visible on LSV/Motorized Cart vehicles.
- Ensure related injuries, safety concerns or near-misses are reported to EHS within 24 hours.
- Work with HR to take appropriate disciplinary action against operators who fail to comply with this program.

Operators:

- Complete EHS’s two-part motorized cart safety training program prior to cart operation.
- If operator was involved in a cart-related accident, operator to retake EHS’s two-part motorized cart safety training prior to resuming cart operation.
- Operate LSV/Motorized Cart in a responsible and safe manner.
- Review the LSV/Motorized Cart owner's manual.
- Hold a valid driver's license on their person when driving a LSV/Motorized Cart.
- Sign the “Departmental Golf Cart-Type Vehicle Operator's Agreement” [Appendix B – Departmental Golf Cart Type Vehicle Operator’s Agreement](#)

- Submit completed [Appendix B – Departmental Golf Cart Type Vehicle Operator’s Agreement](#) to EHS.
- Visually inspect the LSV/Motorized Cart before/after use and immediately report issues to supervisors.
- Report any vehicle-related injuries, safety concerns, or near misses to the department supervisor.

Environmental Health and Safety:

- Provide training on the acquisition, use, and maintenance, of the vehicles.
- Provide program oversight through periodic records review and observation.
- Review the program every 3 years.

5. Program Components

5.1 Approved and Prohibited Areas:

Approved Areas on Campus for Motorized Carts:

- **Roads:** Carts are restricted to designated streets (Posted 35 MPH or less) and paths on UC Irvine campus.
- **Outer ring mall:** Carts are allowed for use with approved and properly marked carts.
- **Inner ring mall:** Carts are allowed for use with approved and properly marked carts.

Prohibited Areas on Campus:

- Pedestrian bridges.
- Pedestrian paths in Aldrich Park.
- Covered arcades or other enclosed areas (e.g., Humanities Instructional Building).
- **Exceptions:** Motorized Carts may be used in prohibited areas if any of the following occur:
 - In cases of emergency and/or medical need;
 - When usage on other roadways are not feasible and it is safe to do so;
 - Special Events (i.e. Commencement activities, Staff Appreciation Picnic)
 - For grounds keeping, catering, and refuse pick-up

Prohibited Areas off Campus:

If there is a need to operate the vehicle off campus, contact EHS for advisement. Operation of UC Irvine-owned golf cart type vehicles is prohibited on municipal streets unless the vehicle requirements outlined in the following California vehicle code sections are met: [345](#), [4019](#), [21716](#), [21115](#).

Parking:

Parking is only allowed on hard, covered surfaces (such as concrete or asphalt), or other defined areas, such as the athletic fields near Santora Elite Training

Center (SET).

The following are areas where parking is prohibited:

- Soft surfaces, landscaping, unpaved or bark covered areas.
- Blocking entrances to buildings, stairways, disability ramps or main pedestrian routes or roads.
- Inside buildings
- Chaining vehicles to trees.

Overnight parking in specifically designated spots within the general parking lots supervised by the campus is not allowed unless prior approval has been secured and an agreement has been arranged with Transportation and Distribution Services (T&DS) to allocate or adjust specific locations. Individual departments must contact T&DS to seek approval for designated parking spots, contingent upon T&DS, in public and general areas where overnight parking is authorized.

5.2 Safety of Vehicles:

- All vehicle occupants at all times should wear seatbelts, if provided. The maximum number of passengers is equal to the number of seatbelts provided in the vehicle. All passengers should be in a seat while the cart is moving. Drivers in violation of this safety rule will have their driving privileges suspended or revoked.
- Low Speed Vehicles/Motorized Carts should be driven on campus streets whenever possible. If a sidewalk or pathway must be used, the vehicle speed should not exceed that of the flow of pedestrian traffic.
- Low Speed Vehicles/Motorized Carts should not be operated at night without properly working headlights and taillights.

Speed Limits:

Operators should not exceed speed limits for motorized vehicles, as defined by the manufacturer guidelines. Operators should reduce speed on walkways and in pedestrian areas. In very crowded pedestrian areas, operators should park or proceed slowly, observing the pedestrian right of way.

Passenger Limit and Load Capacity:

Operators should not exceed the passenger or load limits as designated by the vehicle's manufacturer. Materials and equipment should be properly secured so that items will not shift or fall off of moving Low Speed Vehicles/Motorized Carts.

Passenger Safety:

Operators and passengers should keep their arms and legs inside the cart at all times and should not jump on or off a moving vehicle. Passengers should wear seatbelts, if available, while vehicle is in motion.

Enforcement:

Operators should be familiar with, and observe all established traffic laws. UCIPD will issue citations for violations of traffic laws and use violations to the driver of the Low Speed Vehicle/Motorized Cart.

5.3 Vehicle Maintenance

Departments owning or using motorized carts are responsible for ensuring routine vehicle maintenance and inspections are conducted and consistent with manufacturer's recommendations.

5.4 Identification of Vehicles

All UC Irvine-owned golf cart type vehicles must have the following:

- An official UC Irvine logo that is clearly visible.
- A cart label bearing the department's name and department assigned cart number.

To request an official UC Irvine logo, please contact T&DS Field Supervisor Benny Barboza at bbarboza@uci.edu.

Each department is responsible for creating and acquiring cart labels equipped with their unique inventory management and identification system.

Individual departments are responsible for the costs associated with motorized cart logos and labels.

5.5 Electric Vehicle Charging

- Facilities Management, in coordination with EHS, is responsible for identifying appropriate locations for charging stations and their installation. If possible, the location of charging stations may be addressed during the planning process for new facilities. To install power to support electric vehicle charging, contact Facilities Management Service Desk at (949) 824-5444 or email fmavc@uci.edu to open a work order.
- Electric vehicles will be recharged at locations designated for such use. Use of extension cords from inside buildings to vehicles is prohibited.

5.6 Enforcement of Program

Departments are responsible for the general oversight of department drivers. UCIPD may enforce speeding or improper parking and EHS may perform observations on safe and unsafe driving.

6 Reporting Requirements

Report any safety concerns to your supervisor. If any motorized cart has been involved in an incident or is not operating properly, the cart should be:

- Taken out of service
- Tagged or labeled as “Do Not Use”
- Reported to the appropriate department or individual for repair
- Inspected and cleared for safe use by the vendor responsible for cart maintenance and repairs before resuming cart operation.

Accident/Injury Investigations:

Motorized cart-related injuries, safety concerns, or near-misses occurring on campus or while participating in University business should be reported within 24 hours.

Immediately report all vehicle accidents, damage or theft to:

- Immediate supervisor(s)
- UCIPD at (949) 824-5223
- Risk Services at riskmgmt@uci.edu
- [EHS](#) via the online [injury/safety concern reporting system](#)

When submitting a report through EHS, ensure University owned carts are reported as University vehicles. If the cart does not belong to the University, ensure the cart is reported as non-University vehicle (i.e. Aramark golf carts.)

7 References

- California Vehicle Code (codes: 345, 4019, 21716, 21115)
- National Highway Traffic Safety Administration (NHTSA), DOT
- Federal Motor Vehicle Safety Standards: Low Speed Vehicles
- Code of Federal Regulations (§571.500 Standard No. 500)

[Appendix A – Acquisition Guidelines for Golf Cart Type Vehicles](#)

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APPENDIX A:

ACQUISITION GUIDELINES FOR GOLF CART TYPE VEHICLES

UC Irvine

Procurement:

Purchase of any golf cart type vehicle, including low speed vehicles, will be in accordance with purchasing guidelines for campus, administered by campus Materiel and Risk Management.

Specifications:

Whenever appropriate, UC Irvine recommends the purchase of electric powered vehicles instead of internal combustion engines.

New vehicles must include the following safety features:

1. Seat belts
 - Type I (2 point) or Type II (3 point). EHS recommends 3 point seat belts
2. Rear view mirrors
3. Turn indicator signals
4. Back up audible signal
5. Headlights
6. Brake lights
7. Horn
8. Manufacturer installed governor to control maximum speed (20 mph)

Inventory and Labeling:

Each campus organization and or department is tasked with maintaining an accurate inventory and proper labeling of their motorized carts. This can be accomplished through either digital tracking systems or physical records. The compiled inventory must be securely stored and filed while remaining accessible.

To create and request labels for your department, contact the Facilities Management Sign Shop. The design of the label and identification is at the discretion of each individual organization and/or department, which allows for flexibility and customization for each entity to tailor the design to their specific needs or preferences.

The inventory should comprehensively document the following details for each motorized cart:

- Make and type of vehicle
- Serial number of vehicle
- Business purpose
- Cart label ID/Number

APPENDIX B DEPARTMENTAL GOLF CART TYPE VEHICLE OPERATOR'S AGREEMENT

Prior to operating any golf cart-type vehicle on campus, the employee and their department are responsible for completing the Appendix B Form. This form should be kept in departmental files and be made available for review by EH&S if requested.

FOR EMPLOYEE TO COMPLETE:			
Employee Name:		UCI Email:	
Department:		UCINet ID: (if applicable)	
OPERATOR'S AGREEMENT			
I, _____, have read and understand the <i>Motorized Cart Program</i> for golf cart type and low speed vehicle operation and will adhere to all the requirements of this program. I have had an opportunity to ask questions regarding this program to EH&S and/or my department supervisor.			
Employee Signature: _____		Date: _____	

FOR SUPERVISOR TO COMPLETE			
Supervisor Name:		Supervisor Email:	
Vehicle Authorized for Use:	Please circle one or more of the following: Type: Motorized Cart (Golf Cart) / Low Speed Vehicle Make: Cushman / GEM / Club Car / Daihatsu / Ford Think / Other: _____		
Description of Intended Use:			
SIGNATURE			
I understand that this form should be kept in department files and a copy should be sent to safety@uci.edu for training credit.			
Supervisor Signature: _____		Date: _____	

TRAINER USE ONLY			
Trainer Name:		UCI Email:	
Training Date:		Training Location:	
Training Times:		Driver's License Verified:	<input type="checkbox"/> Yes, employee has valid driver's license
THE FOLLOWING SHOULD BE REVIEWED DURING TRAINING:			
BEFORE CART OPERATION <input type="checkbox"/> Trainers should communicate the following:			
<ul style="list-style-type: none"> Inspection procedures and frequency. How to safely park (i.e. parking brake/neutral/remove keys) How to turn on/off cart. How to change directions (i.e. forward/neutral/reverse). Kill switch location and purpose 	<ul style="list-style-type: none"> Tow switch location and purpose. How to use throttle speed switch (rabbit/high vs turtle/low modes)* If available, set throttle speed on turtle/low mode. Adjust mirrors before use. Hand signals: left/right/brake hand signals. Pre-planned route and potential road hazards* 		
<input type="checkbox"/> After reviewing the items above, instruct the trainee to complete the following:			
<ul style="list-style-type: none"> Conduct a 30-second inspection of the cart using the Daily Inspection Checklist 	<ul style="list-style-type: none"> Repeat pre-planned route. Put on seat belts (if applicable) and adjust mirrors. 		
DURING CART OPERATION <input type="checkbox"/> Trainers should ensure the following actions were completed by the trainee during cart operation:			
<ul style="list-style-type: none"> Use of right/left/brake hand signals Grant pedestrians the "right-of-way" if pedestrians are present. Maintain appropriate speed at turns. 	<ul style="list-style-type: none"> Obey traffic signs if applicable. Park safely Proceed with caution in busy areas, (i.e. inner/outer ring road). 		
I have reviewed the items listed above with the employee during the Behind-the-Wheel training AND verified that this employee possesses a valid Driver's License that has not expired.			
Trainer Signature: _____		Date: _____	

Please send a copy of the completed form to safety@uci.edu or mail to EH&S at 4600 Health Sciences Rd., Irvine, CA 92697-2725.