Golf Carts and Other Small Motorized Vehicles

Responsible Executive: Vice Chancellor-Administration & Finance

Responsible Office: Campus Police (UCPD)

Contact: Lieutenant Marc DeCoulode
(510) 642-6760, police@berkeley.edu

Policy Statement

To maintain a safe, accessible campus, the use of golf carts and other small motorized vehicles is subject to the conditions set forth in this policy.

Scope of Policy

This policy affects anyone who uses or wishes to use golf carts or other small motorized vehicles on campus.

Why We Have This Policy

Golf carts and other small motorized vehicles provide a quick, easy way to get around the Berkeley campus. However, they also present an injury risk to drivers, passengers, and pedestrians, and they present a property risk to the campus. The purpose of this policy is to establish rules for the use of golf carts and small motorized vehicles to better protect the campus community while minimizing inconvenience.

For readability, the term “golf carts and other small motorized vehicles” will henceforth be shortened to “golf carts,” and the term “golf carts” will be interpreted to mean golf carts, low-speed vehicles, and other small motorized vehicles, including electric carts.
Procedures

Who May Use Golf Carts on Campus

Use of golf carts on campus is restricted to campus departments for business purposes only. Business purposes include, but are not necessarily limited to, the following:

- Transport of disabled, elderly, sick, or injured individuals
- Transport of heavy and/or bulky items

If outside parties, e.g. non-University organizations, wish to use golf carts on campus, they will contact Parking & Transportation for further guidance.

Each golf cart used by a campus department, including golf carts rented on a short-term basis, must have an identifying number on the back (maximum four digits) that can be read from 20 feet away. The identifying number will be assigned by Parking & Transportation, which will keep a master list of assigned numbers. The department is encouraged to put its name on the golf cart as well. The department will keep a usage log for each golf cart by assigned number. At a minimum, the log will include date and time of use and the name of the driver.

Who May Operate Golf Carts

Operation of golf carts should be restricted to current campus faculty, staff, or students. Golf cart drivers must be 18 years of age or older and possess a valid United States driver’s license.

Prior to operating a golf cart, drivers will satisfactorily complete a campus golf cart driver training program.

Departments may allow an individual other than current faculty, staff, or student to operate a golf cart only if the operator is at least 18 years of age, possesses a valid United States driver’s license, and satisfactorily completes the campus’s driver training program prior to operating the golf cart.

Where Golf Carts May Go

Golf carts may be used on campus roads in accordance with the campus Vehicle Access Policy map. Based upon operational need as determined by the UCPD, golf carts may also be used on other paved areas of campus.

Where Golf Carts May Not Go

Golf carts may not be used on any unpaved part of campus. Golf carts that are not roadworthy may not be used on any city street unless those roadways are blocked to automobile traffic.

A department found to have used a golf cart on an unpaved part of campus will have to reimburse Facilities Services for property damage and repair. Golf carts inappropriately used on
city streets or on sidewalks may be cited by the UCPD or other police agency. Parked golf carts may not block any path of travel unless providing at least four feet of clearance.

Any citations or tickets received as a consequence of driving or parking a golf cart are the DRIVER’S responsibility.

Rules for Golf Cart Drivers

Assigned drivers will follow these rules at all times, and the version of these rules on the last page of this policy should be available in each golf cart:

1. Make sure the golf cart is safe prior to the start of your shift by checking brakes, tires, mirrors, windows, and steering.
2. Wear a seatbelt and make sure all passengers are wearing seatbelts (if seatbelts are available).
3. Do not allow more than one passenger per seat or the posted maximum number of occupants, whichever is lower.
4. Do not consume alcohol, narcotics, or medications that might affect your ability to drive safely.
5. Use only hands-free, campus-provided radios while driving. Do not use a cell phone, personal listening device, or other electronic device while driving, and do not engage in distracting behaviors such as texting or eating while driving.
6. Drive at a speed appropriate to conditions, including weather, visibility, traffic, road or path surface, and road or path width. Except when transporting someone in need of immediate medical attention, do not drive at a speed that may endanger the safety of pedestrians.
7. Make sure passengers and their personal items are completely inside the golf cart. Stop moving if passengers or their personal items are not completely inside the golf cart.
8. Do not make sharp turns or attempt to squeeze through tight quarters, such as the space between bollards.
9. Do not drive on unpaved parts of campus.
10. Park the golf cart at least ten feet from entrances or exits to buildings and from fire hydrants or fire department connections.
11. Turn the golf cart off and remove the key whenever leaving the golf cart, even for just a few moments.
12. Report any accident, however minor, to your department immediately and to Risk Services within 72 hours.

Campus departments may make the above rules stricter and may also create additional rules their drivers must follow.

Drivers found in violation of these rules will be subject to disciplinary action up to and including immediate dismissal from employment under the applicable code of conduct, collective bargaining agreement, or personnel policy.

Golf Cart Maintenance

The department owning, leasing, or renting the golf cart is responsible for the golf cart’s maintenance.
Golf carts should be stored in departmental parking spaces or secure outdoor spaces. They may be stored elsewhere provided they are secured through a theft-prevention device. For all stored golf carts, keys should be stored separately in a locked cabinet or box.

Electric golf carts will be charged via cords rated appropriately for conditions (i.e. if charged outside, the cord is waterproof) and no less than three feet from combustibles.

Exceptions

This policy does not apply to emergency vehicles of any type used by the campus police or any other emergency responders. It also does not apply to wheelchairs or other motorized vehicles built for one person with mobility challenges.

Responsibilities

Campus departments that own, lease, or rent golf carts:
- Comply with this policy.

UCPD:
- Takes administrative responsibility for this policy, interprets the policy for the campus, and revises the policy as necessary.
- Enforces the policy.

Parking & Transportation:
- Provides golf cart services to outside parties using the campus and wishing to use golf carts.
- Assigns numbers up to four digits to each golf cart on campus.

Risk Services:
- Collects accident reports related to the use of golf carts.
- Responds to claims or lawsuits arising from golf cart use.

Facilities Services:
- Repairs damage caused by golf carts and collects reimbursement from campus departments responsible for that damage.

Web Site Address for This Policy

http://campuspol.berkeley.edu/policies/golfcarts.pdf
UNIVERSITY OF CALIFORNIA, BERKELEY  
Policy on Golf Carts and Other Small Motorized Vehicles

Glossary

Golf Cart: as defined under California Vehicle Code 345, a motor vehicle having not less than three wheels in contact with the ground, having an unladen weight less than 1,300 pounds, which is designed to be and is operated at not more than 15 miles per hour and designed to carry golf equipment and not more than two persons, including the driver. For purposes of this policy, golf carts also include motorized vehicles used to transport six passengers or fewer or bulky cargo at speeds under 15 miles per hour. This definition does not include wheelchairs or other motorized vehicles built for one person with mobility challenges.

Low-Speed Vehicle (also Neighbor Electric Vehicle): as defined under California Vehicle Code 385.5, a motor vehicle that (1) has four wheels, (2) can attain a speed, in one mile, of more than 20 miles per hour and not more than 25 miles per hour, on a paved level surface; (3) has a gross vehicle weight rating of less than 3,000 pounds. Low-speed vehicles are not golf carts, but are governed by this policy.

Roadworthy: a golf cart or other small motorized vehicle that has a windshield, brake lights, mirrors, turn signals, seat belts, and a valid license plate.

Related Documents and Policies

RULES FOR DRIVING THIS VEHICLE

1. Make sure the golf cart is safe prior to the start of your shift by checking brakes, tires, mirrors, windows, and steering.

2. Wear a seatbelt and make sure all passengers are wearing seatbelts (if seatbelts are available).

3. Do not allow more than one passenger per seat or the posted maximum number of occupants, whichever is lower.

4. Do not consume alcohol, narcotics, or medications that might affect your ability to drive safely.

5. Use only hands-free, campus-provided radios while driving. Do not use a cell phone, personal listening device, or other electronic device while driving, and do not engage in distracting behaviors such as texting or eating while driving.

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9. Do not drive on unpaved parts of campus.

10. Park the golf cart at least ten feet from entrances or exits to buildings and from fire hydrants or fire department connections.

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