

UC Irvine Motorized Cart Program

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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 EH&S 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**.
- Refer all eligible employees to EH&S's two-part motorized cart safety training program (uclc.uci.edu)
- Ensure operators hold a valid California driver's license.
- Ensure operators and supervisors sign the **Appendix B** form.
- 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** forms.
- Ensure cart labels, VINs (LSV only), and official University of California, Irvine logos are clearly visible on LSV/Motorized Cart vehicles.
- Ensure related injuries, safety concerns or near-misses are reported to EH&S within 24 hours.
- Work with HR to take appropriate disciplinary action against operators who fail to comply with this program.

Operators:

- Complete EH&S's two-part motorized cart safety training program prior to cart operation.
- If operator was involved in a cart-related accident, operator to retake EH&S'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 California driver's license on their person when driving a LSV/Motorized Cart.
- Sign the "Departmental Golf Cart-Type Vehicle Operator's Agreement" Appendix B form.
- Submit completed Appendix B form to EH&S.
- 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 & Safety:

- Inventory and identify motorized carts within the campus community.

- Provide training on the acquisition, use, maintenance, and inventory 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 EH&S 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.

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 University of California, Irvine logo that is clearly visible.
- A cart label bearing the department's name and an EH&S assigned cart number.

To request an official University of California, Irvine logo, please contact Transportation and Distribution Services Field Supervisor Benny Barboza at bbarboza@uci.edu.

To request a cart label, please contact EH&S at safety@uci.edu and include the following in the email:

- Department name
- Contact information for delivery
- Number of carts needing labels

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

5.5 Electric Vehicle Charging

- Facilities Management, in coordination with EH&S, 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 Reporting:

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
- [EH&S](#) via the online [injury/safety concern reporting system](#)

When submitting a report through EH&S, ensure University owned carts are reported as University vehicles. If the cart does not belong to the University, ensure the cart is reported as a 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)