



UNC CHARLOTTE

Environmental Health and Safety

January 2018

OVERVIEW OF FACT SHEET



Service vehicles such as golf carts have become essential to maintaining and servicing University facilities and academic functions. However, these vehicles pose significant risk for operators and pedestrians. Therefore, the University of North Carolina at Charlotte created Policy # 604.3 Service Vehicles on Campus. <https://legal.uncc.edu/policies/up-604.3>. This policy requires departments to provide service vehicle training, continuous monitoring, inspection, and as necessary, disciplinary action.

The employee plays a vital role in the safe operation of service vehicles. **EMPLOYEES** who operate service vehicles will be responsible for safe operation and compliance with Policy # 604.3.

If you have any questions, please contact the [Environmental Health and Safety Office](#) at 704-687-1111.

Service Vehicle Safe Operation Golf Carts

Tips for Preventing Service Vehicle Accidents

- Verify all service vehicle operators have completed documented service vehicle training.
- Service vehicles should be inspected and routinely evaluated by automotive technicians.
- Supervisors should be conducting continuous monitoring and implementing disciplinary action where necessary.
- Operators should remember pedestrians always have the right of way.
- If you see any pedestrian approaching your path of travel, reduce your speed in anticipation that they may not see you. Stop, if necessary.
- Do not pass pedestrians while operating a service vehicle on pedestrian pathways.
- Keep your speed within the limit and always wear equipped seat belts.
- No passengers are allowed in the back cargo area or any other part of the vehicle that does not have an assigned seat.
- All vehicles must be operated safely which includes keeping all arms and legs inside the driver compartment. All drivers and passengers must be seated. Do not leave any unattended vehicle with the engine running, or the keys in the ignition or doors.
- All equipment and supplies loaded should be secured and within the constraints of the cargo space.
- Vehicles must be parked away from pedestrian pathways or building entrances. Loading docks and Facilities Management designated parking spaces are available.
- Vehicles should not be modified. This includes bungee cords for holding doors open, installation of radios, electrical system, stickers, etc.

Accidents Involving a Service Vehicle

- All accidents must be reported to the department supervisor and the Police & Public Safety Office immediately.
- The vehicle must be tagged out of service immediately and evaluated by a trained mechanic.
- Once the vehicle has been deemed safe, it will be returned to service.

GROUP DISCUSSION TOPICS:

- Has anyone in this group not received training?
- Has anyone been involved in a service vehicle accident? If so, how could it have been prevented?
- Does your service vehicle have a letter and number affixed?
- Are your service vehicles equipped with a service vehicle restriction map? If not, FM Automotive can provide one.
- Has anyone violated this policy or modified their service vehicle?

SERVICE VEHICLE TRAINING CHECKLIST

Introduction: Service vehicles such as golf carts have become essential to maintaining and servicing University facilities and academic functions. However, these vehicles pose significant risks for operators and pedestrians. Therefore, the University of North Carolina at Charlotte created Policy # 604.3 Service Vehicles on Campus. This policy requires operators to be trained, and the following checklist can be used as documentation. This form should be maintained at the department level.

EMPLOYEE INFORMATION			
Name of Employee:	UNCC ID#:	GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Home Address:	City:	Zip Code:	Home Phone:
Job Title:	Department:	Department Phone:	
Employment: Full Time____ Part Time____ Other_____		Driver's License #: _____	
TRAINING SECTION			
Please check the appropriate box and sign.			
<input type="checkbox"/> Employee must review Policy Statement #604.3 Service Vehicles on Campus .			
<input type="checkbox"/> Employee must review the service vehicle owner's manual. GEM Electrical Vehicles Owner's Manual , Kawasaki Mule Owner's Manual , Club Car Owner's Manual			
<input type="checkbox"/> An experienced operator must complete a practice driving session with the employee. This must be completed in a safe location such as an open parking lot and consist of the following:			
<input type="checkbox"/> Conducted a visual overview of the service vehicle and safe driving techniques.			
<input type="checkbox"/> Showed vehicle controls and adjustments to the employee.			
<input type="checkbox"/> Explained to employee not to perform maintenance tasks unless they have received proper training/instruction.			
<input type="checkbox"/> Monitored employee on campus driving techniques (i.e. backing, two hands on the steering wheel, wide turns, braking, smooth acceleration, speed, and general awareness).			
SIGNATURES			
Employee Signature: _____		Date: _____	
Supervisor Signature: _____		Date: _____	
FOR STUDENT EMPLOYEES - AUTHORIZING VICE CHANCELLOR OR DESIGNEE SIGNATURE REQUIRED:			
Signature: _____		Date: _____	