

OKLAHOMA STATE UNIVERSITY

UNIVERSITY MAILING SERVICES

Club Car Safety Guidelines

1. Club cars shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times.
2. Club cars shall be operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.
3. Supervisors shall assure that each employee within their unit, who is authorized to operate club cars, is appropriately advised of all requirements of the UMS standard
4. Supervisors shall obtain, and maintain on file, a statement signed by each employee who has been authorized to operate club cars, attesting to their knowledge and understanding of the UMS Club Car Safety Standard. (See Club Car Safety Information Acknowledgement Form)
5. Supervisors shall assure that employees review the UMS Club Car Safety Standard every three years and shall consider comments and concerns, observed or reported, regarding each operator's compliance with the UMS Club Car Safety Standard at the time of employee performance appraisals.
6. Club car operators shall be responsible for the security of the ignition keys for the period that a vehicle is assigned to them.
7. Club cars shall be operated within the confines of university premises only.
8. Only individuals who are an employee, agent, or agency with contract with the university or volunteer of the university, may operate UMS club cars.
9. Since club cars will not be used in traditional manner, authorization to operate a club cart is contingent on the possession of a valid driver's license. Employees shall immediately notify their supervisor if and when their driver's license is suspended or revoked.

10. State employees, officers and agents, contractors, vendors or volunteers to the university are the only passengers permitted in club cars.
11. Supervisors shall assure that club cars are operated in accordance with the manufacturer's recommendations. Club cars shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
12. Any club car intended to be operated in excess of 15 mph shall be equipped with specific safety features that include but are not limited to seat belts, windshields, headlights, and rear view mirrors. All speed limits shall be observed.
13. Supervisors shall assure that each club car is tagged with the maximum load capacity recommended by the manufacturer. Club cars equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.
14. Club cars shall be equipped with a functional horn if driven on roadway.
15. Club cars shall be operated in compliance with common "rules of the road" regardless of whether the cars are being operated on sidewalks or roadways.
16. All accidents involving club cars shall be immediately reported to the supervisor and to University Police at 744-6523.
17. Each operator shall be responsible to provide timely notification of safety and maintenance concerns to their supervisor.
18. Club cars shall be operated in accordance with the following specific rules:
 - Club cars shall not be parked within 6 feet of the entrance or exit of any building except at loading docks.
 - Operators shall slow at all blind intersections and proceed with caution.
 - Club cars shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic.
 - Operators shall not drive on or south of University, on or north of Hall of Fame, on or east of Knoblock, and on or west of Western.
 - Operators shall not drive on the International Square.
 - Operators shall not stop (bring to rest) club cars in the middle of roads or walkways.
 - Club cars shall not be driven inside buildings.
 - Club cars shall not be driven in any areas between the Student Union to the west, the Library to the south, and Whitehurst/Willard to the east.
 - Club cars shall not be driven on the grass in any location for any reason.
 - Operation outside these areas are subject to approval of management.