

OKLAHOMA STATE UNIVERSITY

UNIVERSITY MAILING SERVICES

CLUB CAR SAFETY STANDARD

PURPOSE: To establish a departmental standard for the safe operation of club cars on University premises.

DEFINITION: A club car, as used in this standard, is defined as any University Mailing Services (designated as UMS from this point on) vehicles, regardless of brand, size, or energy source, which is intended for use on University premises only; and is used primarily for the transportation for University packages/mail; and is generally recognizable as a passenger or utility type cart, vehicle, "off road vehicle", or conveyance which is not a tagged vehicle.

SCOPE: This standard applies to all club cars owned, leased, or operated on University premises, by UMS employees, volunteers, vendors, or agents.

STANDARD: Any person who accepts the privilege of operating a club car on University premises is deemed, by so doing, to have the knowledge, training, and skill to safely operate the vehicle and shall be fully accountable for their actions and consequences thereof.

The safe operation of club cars on University premises requires conscientious application and adherence to the minimum standard of care prescribed by this standard.

Club cars shall be operated in accordance with the requirements of the following documents, which are referenced incorporated with this standard:

- The UMS Club Car Safety Guidelines.
- The Club Car Safety Standard and Standard Acknowledgement Form
- The Club Car Safety Instructions

UMS employees will be subject to discipline up to and including termination for violations of this safety standard.

This standard shall be updated as required.

PROCEDURE:

Supervisors, Managers, and Directors

1. Shall assure that all club cars and operators within their unit comply with the requirements of the UMS Club Car Safety Standard.
2. Shall assure that each individual who has been assigned to operate club cars or who would reasonably be expected to operate a club car within the course and scope of their employment or service to UMS complies with the following
 - a. Receives appropriate training prior to commencement of responsibility to operate club cars.
 - b. Attends club car safety training every three years
 - c. Is provided periodic evaluation, counseling, and training as may be appropriate to correct non-compliance with the club car safety standard.
 - d. Completes and signs the Club Car Information Acknowledgement Form.
3. Shall assure that completed Club Car Information Acknowledgment forms are maintained on record with their department for a minimum of three calendar years.

EMPLOYEES

1. Shall be knowledgeable regarding the requirements of the UMS Club Car Safety Standard.
2. Shall acknowledge responsibility and accountability for the compliance with the Club Car Safety Standard by completing the Club Car Information Acknowledgement Form.
3. Shall attend club car safety training as required.