



**Facilities
Management
Services**

Motorized Utility Cart User Agreement

The following are basic rules of operating and maintaining motorized utility carts used for work and transportation on the RIT Campus. Golf carts / people movers should be used only for the activity for which they were rented. Joy riding is not permitted. Horseplay endangers passengers and pedestrians and will not be tolerated. Golf carts and people movers must be operated safely at all times.

1. Drive on **paved surfaces only** unless authorized for other use. Certain exemptions exist based on usage. For example, carts may be driven on athletic fields if required and authorized by the Athletics Department. Otherwise, driving on grass, fields, and trails is prohibited.
2. **Do not** operate on the quarter-mile unless authorized to do so.
3. Pedestrians have the right of way. If the cart is being operated on a sidewalk, the operator will pull off the sidewalk to pass the pedestrians or stop the unit when approaching pedestrians until they pass.
4. Maintain a safe speed at all times and avoid making any sharp turns. Motorized utility carts will be operated on campus at a speed equivalent to a well-paced walker and **no faster than 20 miles per hour**, where speedometers are present to indicate speed. This maximum speed is subject to the terrain over which it is being driven, the weather conditions, and the total weight of the utility vehicle, passengers and any equipment being carried. The parking lot speed limit is 5 mph.
5. Motorized utility vehicle operators shall observe all RIT campus rules and New York State vehicle traffic laws such as lane travel, stop signs etc.
6. Motorized utility vehicles without headlights shall not be operated after dusk or before dawn.
7. All utility vehicles will be operated from the driver's side only.
8. Vehicle malfunctions shall be reported immediately to the department owning/renting the vehicle. Vehicle shall not be used until malfunction or problem has been corrected. Drivers shall not repair vehicles.
9. When your cart is occupied with passengers or materials the weight distribution increases and stopping distance is increased. **Go slow.**
10. **No motorized utility vehicle is to be operated with more passengers than seating is provided.** Utility boxes on 2 person carts shall not be used to transport additional riders.
11. **If you are involved in an accident with injuries or property damage, call Public Safety at (585) 475-3333. Employees should also notify their supervisor and complete an employee accident report.**
12. Refrain from texting and other use of electronic devices while driving.
13. Be aware that pedestrians have the right of way and may not hear you approaching from behind. Always approach slowly and yield to pedestrians.

I understand and agree to abide by the safety rules listed above with regard to operation of this motorized utility vehicle. I have received the appropriate instruction to operate this vehicle safely. I understand that misuse of the vehicle while it is signed out to me, may result in disciplinary action, and denial of future use.

Golf Cart Training

Parking and Transportation

(585) 475-2074

The Purpose of this PowerPoint is to...

- Help ensure the safe operation of RIT owned, leased or rented motor vehicles
- Help ensure the safety of drivers and passengers



Types of Golf Carts



4 Passenger



6 Passenger



Cargo

The Difference Between Cars and Carts



- Carts roll easier
- Carts always operate near pedestrians
- Carts run silently
- Other motor vehicles have the right-of-way

Carts vs. Cars

- Center of gravity is **lower** than most vehicles
- Speed limit is much **lower**
- In a collision, the cart will *always* **lose**



Basic Golf Cart Guidelines

- Golf Carts should **only** be used for the activity they were rented for
- Joy riding is **not** permitted
- Horseplay endangers passengers and pedestrians and will **not** be tolerated
- Golf carts *must* be operated safely **at all times**



Make Sure to Read all Warning Labels



Where/When you can Drive

- Golf carts should be driven **on paved surfaces only** unless authorized for such use
- Do **not** operate across the grass or on any trails
- Do **not** operate in pedestrian zones unless authorized for such use
- Golf carts without headlights shall **not** be operated after dusk or before dawn
- STAY OFF OF THE QUARTER MILE!

Speed Limits

- Maintain a safe speed at all times and avoid making any sharp turns
- Operate the cart at a speed equivalent to a well-paced walk and no faster than 20 mph, where speedometers are present to indicate speed
- Maximum speed is subject to:
 - The terrain over which it is being driven
 - The weather conditions
 - The total weight of the utility vehicle, passengers and any other equipment being carried
- Parking lot speed limit is 5 mph

Information for Drivers

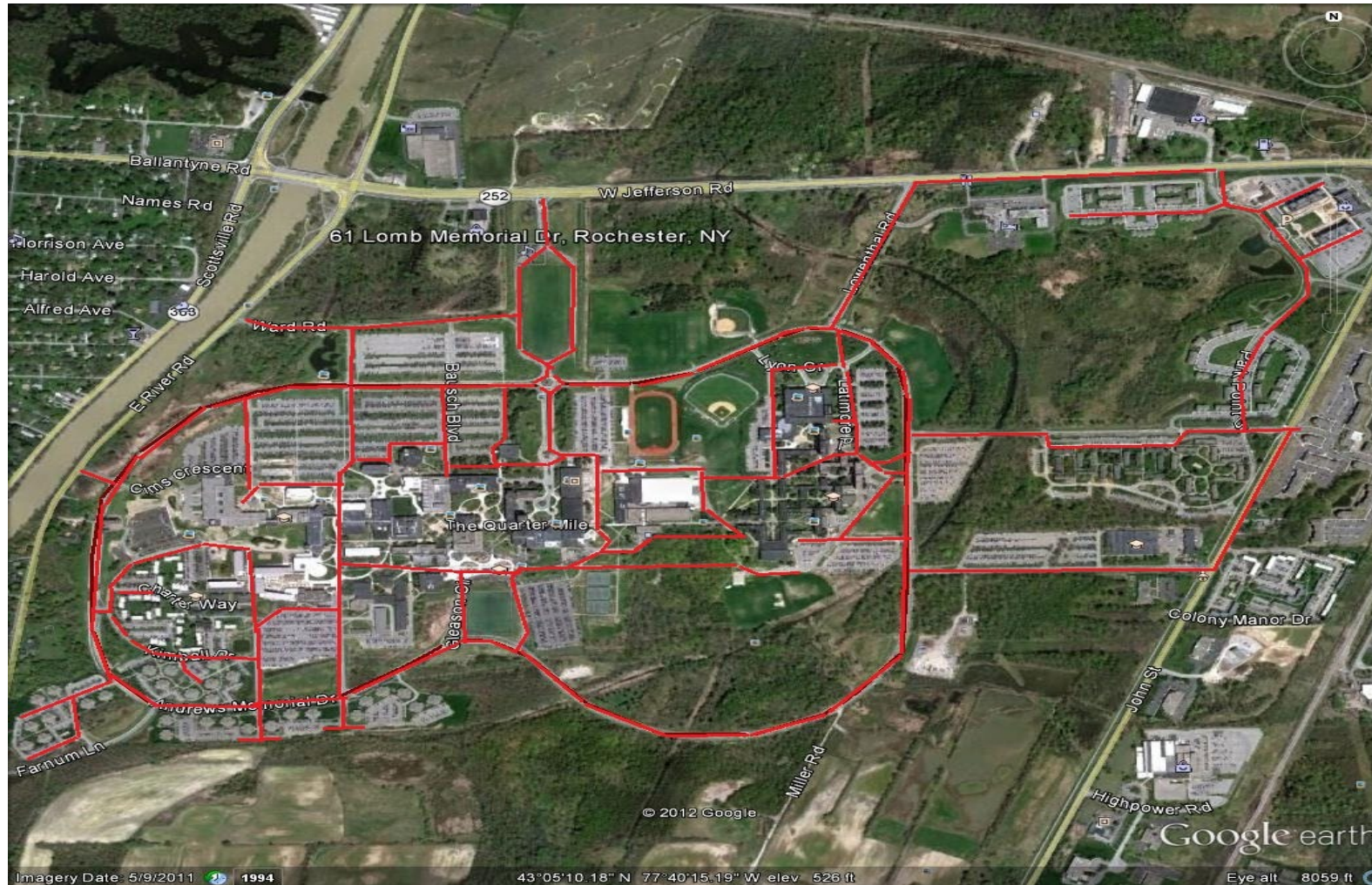
- Motorized utility vehicle operators shall observe **all** RIT campus rules and New York State vehicle traffic laws such as lane travel, stop signs etc.
 - You must obey traffic signs and symbols
 - Pedestrians have the right-of-way
 - You must obey campus speed limits
- All utility vehicles will be operated from the **driver's side only**



Before you Drive

- Do a pre-trip check
 - Conduct a visual check of the cart before driving
- Review how the vehicle operates before you turn it on
- Know your vehicle
- If something is broken, don't use it until it's fixed!
- If you are not familiar with where you are going, check a campus map before you get started

RIT Golf Cart/Bike Routes

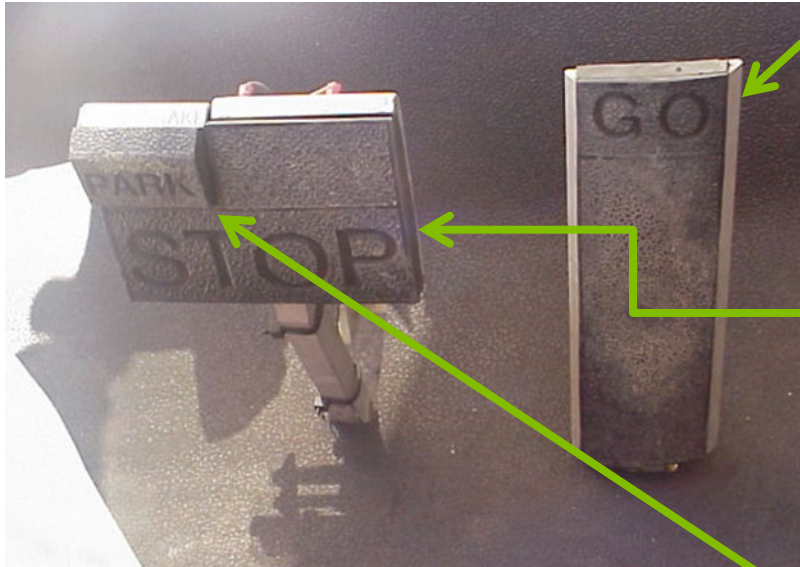


Driving the Vehicle

- **Always** check behind the vehicle before backing up
- No more occupants than the number of seats
- Keep hands and feet inside the vehicle
- Drive **Slow**
- Avoid steep grades



Operating Equipment



- Accelerator Pedal
- Brake Pedal
- Parking Break

When there are Passengers

- When your cart is occupied with passengers or materials the weight distribution *increases* and stopping distance is *increased*: **Go slow!**
- **No** motorized utility vehicle is to be operated with more passengers than seating is provided
- Utility boxes on 2 person carts shall **not** be used to transport additional riders



When there are Pedestrians

- Pedestrians have the right of way
- If the cart is being operated on a sidewalk:
 - The operator will pull off of the sidewalk to pass the pedestrians
 - Stop the unit when approaching pedestrians until they pass



Make sure to...

- Always tie down your load
- Always set your break once you get to your destination
- After loading, always check to see if all four wheels are touching the ground

Malfunctions

- Vehicle Malfunctions should be reported immediately to the department owning/renting the vehicle
 - Vehicle shall not be used until malfunction or problem has been corrected
 - Students shall not repair vehicles

Accidents

If you are involved in an accident, immediately report to your supervisor and complete an employee accident report.



Review

- Familiarize yourself with the vehicle before driving
- Know where you're going
- Drive at a safe speed
- Be aware of your surroundings
- Use the golf cart properly at all time
- You're probably working an event at RIT, so have fun!
- Questions: Contact Parking & Transportation at
(585) 475-2074

Next Steps...

- Download the Motorized Utility Cart User Agreement by clicking [here](#).
- Print your name, sign, and date the form. Bring the form and your driver's license with you when picking up golf cart.
- Golf carts will not be released without the form and driver's license.