



**STANDARD OPERATING PROCEDURE**

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| <b>Division/Department:</b><br>Environmental Health & Safety                                 | <b>SOP No.:</b> FA-EH&S 2025-01                                                                                                                                                                     |
| <b>Effective Date:</b> December 3, 2025                                                      | <b>Revision(s):</b> N/A                                                                                                                                                                             |
| <b>Subject:</b> Golf Cart and Utility Vehicle Use                                            |                                                                                                                                                                                                     |
| <b>Authority:</b> BOG Regulation 1.001, University Regulations 1.021 and 8.001, BOTP-2006-05 |                                                                                                                                                                                                     |
| <b>Applicability</b>                                                                         | This SOP pertains to all University owned, leased, or operated vehicles, golf carts and utility vehicles, and all University employees operating such University owned/leased or operated vehicles. |
| <b>Signature of Approving Authority</b>                                                      | <i>kelvin lawson</i>                                                                                                                                                                                |
| <b>Related References</b>                                                                    | FAMU Regulation 2.002                                                                                                                                                                               |
| <b>Attachments</b>                                                                           | Golf Cart And Utility Vehicle Use Procedure Acknowledgement<br>Motor Vehicle/Golf Cart Inspection Checklist                                                                                         |

**I. Procedural Statement and Purpose**

A. This Standard Operating Procedure (SOP) provides guidance from Environmental Health & Safety (EH&S) on the safe use of golf carts and utility vehicles at Florida A&M University (FAMU or University). The objective is to prevent injuries and property damage.

1. Scope and Responsibility

- a. This Procedure covers the operation of all golf carts, gators, and similar utility vehicles leased or owned by the University or operated on University property.
- b. It is the responsibility of individual departments with golf carts to ensure that all drivers receive training and follow these guidelines.
- c. Golf carts must be used for University-sanctioned business activities, specifically for employees, agents, and volunteers.
- d. University Department of Campus Safety and Security (FAMU PD) and Campus Parking Services shall be responsible for the enforcement of and compliance with this Procedure.
- e. EH&S will act as an advisory and support department.

B. Identification: All University-owned or leased golf carts must have the following identifications:

- 1. An official FAMU logo placed on the front of the vehicle; and

SOP/IOP No. FA-EH&S 2025-01

2. An identification number issued by Facilities, Planning, Construction, and Safety.

**II. Definitions**

- A. Golf Cart(s): A self-propelled vehicle that is designed to transport people playing golf and their equipment on a golf course. Golf carts that have been modified for multi-passenger use or configured to carry equipment, packages, or other materials are included in this definition. For the purposes of this document, the term “golf carts” will be used for golf carts and utility vehicles.
- B. Utility Vehicle: A motor vehicle that is (i) designed for off road use; (ii) powered by an engine of no more than twenty-five (25) horsepower, and (iii) used for general maintenance, security, agricultural or horticultural purposes.
- C. Operator: A FAMU employee or registered volunteer who drives a FAMU-owned golf cart/utility vehicle or a vendor/service provider driving their company-owned golf cart/utility vehicle for a FAMU sponsored purpose.

**III. Procedures/Approvals/Responsibilities**

A. Equipment

1. The following equipment should be present and operational on all golf carts:
  - a. Horn/audible warning device
  - b. Ignition shutoff/security systems
  - c. Lights (head, tail, brake) for night use. Golf carts without such lights should not be used between dusk and dawn.
  - d. Equipment tie downs
  - e. Side mirrors if cargo or other equipment blocks rear vision

B. Inspections

1. Formal safety inspections should be conducted monthly by the department which owns the golf cart. The department shall submit logs to [pomaccounting@famu.edu](mailto:pomaccounting@famu.edu) by the 5th of each month.
2. Visual safety inspections should be conducted each day of use.
3. Each department is responsible for assuring that their assigned golf cart is in proper working condition, as outlined by the manufacturer’s specifications, and is safe to operate.

- C. Modifications: Golf carts may not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.

D. Vehicle Operations

SOP/IOP No. FA-EH&S 2025-01

1. Golf cart operation must follow the rules and regulations of FAMU, including the Parking & Transportation Regulation, FAMU Regulation 2.002.
2. Operators must have a valid driver's license and an up-to-date driver's authorization on file with their respective operating unit.
3. Golf carts must be operated with the utmost courtesy, care, and consideration for the safety of pedestrians. Pedestrians must be always given the right-of-way.
4. Golf carts are to be operated at speeds no greater than 20 MPH or as safety concerns demand. Operators should always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, as these factors may impact the safe operation of the golf cart. In crowded pedestrian areas, operators must park or proceed at a slow pace consistent with the flow of traffic.
5. Golf cart operators must stop at all "blind intersections" and then proceed with caution.
6. Golf carts may be operated only within the confines of University property and streets immediately bordering the University.
7. Operators should make every effort possible to avoid crossing roadways by using available tunnels and/or bridges.
8. Golf carts may not be driven on any lawn or landscaped area unless it is the only available way to gain access to the specific area where work is being performed. If the golf cart must be on a lawn or landscaped area in order to allow a pedestrian(s) the proper right-of-way, it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear.
9. Golf carts must be operated in such a manner that do not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps, or roadways.
10. Vehicles should be parked in designated parking spaces and must have an appropriate permit from Campus Parking Services. The following are prohibited:
  - a. Parking in Fire Lanes
  - b. Parking in metered parking spaces
  - c. Parking in DMV disabled parking spaces
  - d. Parking in reserved parking
  - e. Parking within twenty (20) feet of the main entrance/exit of any building in any way that would impede the normal flow of pedestrian traffic
  - f. Chaining vehicles to trees
11. Golf carts shall not be operated in a manner that may endanger passengers or other individuals, or harm University property.
12. Golf carts shall not exceed the passenger limit and/or load capacity designated by the vehicle's manufacturer.
13. Operators and passengers of golf carts must keep their heads, legs, and arms within the cab (the only exception is to signal turns or stopping in vehicles not equipped with turn and/or brake signals).
14. All passengers must be in seats designed for such use. No passengers are allowed to be transported in the vehicle bed or on the sides of a golf cart with the exception of the transport of an injured person secured on a backboard.
15. Operators should not text or use cell phones while operating golf carts.
16. Operators may not drive a golf cart while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.
17. No smoking is allowed while operating or riding in any golf cart.

SOP/IOP No. FA-EH&S 2025-01

18. Any time a golf cart is unattended, the ignition must be turned off, and the key removed from the golf cart and kept in the possession of the authorized operator.
19. Operators may not operate a golf cart that is registered to another school/department/operating unit unless the supervisor of the respective school/department/operating unit to which the golf cart is registered has granted prior approval.

E. College/School/Department/Unit Administrative Responsibilities

1. Supervisor Responsibilities

- a. Supervisors must ensure that each employee in their department who operates a golf cart properly acknowledges this guide.
- b. Supervisors shall obtain a signed copy of the Golf and Utility Cart Usage Guide Acknowledgment Form (attached here) from each employee in their department who operates a golf cart.
- c. All operators of golf carts must complete the EH&S Distracted Driver and Defensive Driver and Golf/Utility Cart safety trainings prior to operating a golf cart on campus.
- d. Departments shall implement procedures for the control of golf carts registered to them.

2. Maintenance Responsibilities

- a. Each golf cart operator is responsible for providing timely notification of safety and maintenance concerns to the supervisor of the department to which the golf cart is registered and to Facilities, Planning, Construction, and Safety. Golf cart repairs, maintenance costs, as well as ALL expenses associated with the operation of the University golf cart will be covered by the individual department to which it has been assigned. Each department must maintain accurate vehicle maintenance records for each golf cart it has been assigned. The department must submit a Motor Vehicle/ Golf Cart Inspection Checklist to Facilities, Planning, Construction, and Safety by email at [pomaccounting@famuedu](mailto:pomaccounting@famuedu) by the 5th of each month.
- b. Supervisors are responsible for seeing to the timely repair of such concerns and, if the golf cart cannot be operated safely without said repairs occurring, the golf cart must be taken out of service until the repairs are completed.

F. Accident Reporting: All accidents involving a golf cart must be reported immediately to the supervisor of the department to which the golf cart is registered, to FAMU EH&S, and to the Risk Management Department, regardless of whether property damage or personal injury occurred. An Injury Report must be filed with AmeriSys at 1 (800) 455-2079 under location code 0102.

G. Enforcement:

1. Operators of golf carts are subject to enforcement actions by FAMU PD and Campus Parking Services.
2. Violators of this SOP may be subject to disciplinary action by the appropriate department and/or the University.

SOP/IOP No. FA-EH&S 2025-01



FLORIDA A&M UNIVERSITY  
**DEPARTMENT OF FACILITIES,  
PLANNING, CONSTRUCTION  
AND SAFETY**

**GOLF CART AND UTILITY VEHICLE USE PROCEDURE ACKNOWLEDGEMENT**

*I have reviewed and understand the Florida A&M University Golf Cart and Utility Vehicle Use SOP. I agree to adhere to the guidelines prescribed in the SOP.*

Print Name Vehicle Operator: \_\_\_\_\_

Signature of Vehicle Operator: \_\_\_\_\_

Print Name Department Supervisor: \_\_\_\_\_

Signature of Department Supervisor: \_\_\_\_\_



FLORIDA A&M UNIVERSITY  
**DEPARTMENT OF FACILITIES,  
PLANNING, CONSTRUCTION  
AND SAFETY**

**MOTOR VEHICLE/ GOLF CART INSPECTION CHECKLIST**

Repairs requests may be made through Facilities Work Orders.

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**INFORMATION**

Is the vehicle equipped with documentation? (i.e., manufacturer's operating guidelines, campus maps)

Yes       No

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**HEADLIGHTS**

Are headlights fully operational? (Both left and right)

Yes       No

Are headlights free of cracks or missing lenses?

Yes       No

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**TAIL LIGHTS / TURN SIGNAL**

Are the tail lights operational? (Both left and right)

Yes       No

Are the lenses cracked or missing?

Yes       No

Are the brake lights fully operational?

Yes       No

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**TURN SIGNAL LIGHTS**

Are the turn signals fully operational? (Both left and right)

Yes       No

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**TIRES**

Are the tires inflated properly?

Yes       No

Are there visible cracks or uneven wear?

Yes       No

Are the tires free of foreign objects (nails/screws)?

Yes       No

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**BATTERY**

Does the battery have full water level?

Yes       No

Are the cables free of corrosion and cracks?

Yes       No

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FUEL / OIL

Is there an adequate fuel level?

Yes  No

Is there an adequate oil level?

Yes  No

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BRAKES

Are the brakes fully operable? (i.e., stopping ability.)

Yes  No

Do the brakes squeak, squeal or make grinding sounds?

Yes  No

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WINDSHIELD WIPERS

Are the wipers operable?

Yes  No

Is windshield clear of cracks and scratches?

Yes  No

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HORN

Is the horn operable and adequate?

Yes  No

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ROAD TEST YOUR VEHICLE

Any abnormalities? If so, explain:

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SIGNATURES

Your signature certifies that you have inspected this vehicle;

Signature of Responsible Party: \_\_\_\_\_

Vehicle #: \_\_\_\_\_

Dept.: \_\_\_\_\_

Printed Name of Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_

MOTOR POOL POLICY AND VEHICLE USE POLICY ACKNOWLEDGEMENT

I have reviewed and understand the Florida A<sup>TM</sup> M University Motor Pool and Vehicle Use Policy. I agree to adhere to the guidelines prescribed in the Policy.

Print Name Vehicle Operator: \_\_\_\_\_

Signature of Vehicle Operator: \_\_\_\_\_

Print Name Department Supervisor: \_\_\_\_\_

Signature of Department Supervisor: \_\_\_\_\_