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I. PURPOSE
This policy provides regulations regarding the acquisition and valid business use of Small Cart Vehicles on the Villanova University campus. The policy establishes a method for the University to purchase and register Small Cart Vehicles, limits the valid business use, and addresses the associated risk management issues.

II. SCOPE AND APPLICATION
This Policy applies to all Villanova University employees, students and visitors/guests including camp and event participants who use Small Cart Vehicles for official business and/or for disability-related needs. For policies applicable to authorized visitors, alumni or contractors, see Safety Guidelines: Operation of Rented or Personally-Owned Small Cart Vehicles by Authorized Visitors, Alumni or Contractors at EH&S.

This Policy applies to the entire Villanova University campus.

III. DEFINITION
This Policy covers motorized vehicles including golf carts and other 3- or 4- wheeled vehicles that are powered by electric or internal combustion motors (Small Cart Vehicle or vehicle).

IV. AUTHORIZED USE
a. Policy
The acquisition and use of Small Cart Vehicles at Villanova University is limited to Villanova departments and operating units with valid business use.

b. Valid Business Use
Valid business use is defined as transporting personnel/equipment/supplies for University purposes.

c. Small Cart Vehicle Operator Agreement
Supervisors are responsible to annually assure that each operator:
- Is at least 16 years of age
- Has a valid driver’s license (attach a copy to the signed Operator Agreement). Note this requirement applies only to operators who are certified after March 1, 2016.
- Reviews and signs the Small Cart Vehicle Operator Agreement (Attachment A) – first year of operation at minimum or greater frequency at the discretion of the department.
Camp and event sponsors are responsible to assure that each operator:
- Is at least 16 years of age
- Has a valid driver’s license (attach a copy to the signed Operator Agreement )
- Reviews and signs the Camp or Event Participant’s Small Cart Vehicle Operating Agreement (Attachment B)
Records must be retained by department or camp/event sponsor for three years after the operator’s final year of operating a vehicle and may be audited by the Small Cart Vehicle Committee.
V. **APPROVED AND PROHIBITED AREAS**

a. **Approved Areas on Campus**
   Small Cart Vehicles are restricted to designated streets and paths on the Villanova University campus.

b. **Prohibited Areas on Campus**
   The following areas are off-limits to all vehicles, including Small Cart Vehicles:
   1. Inner courtyard between Connelly Center, Kennedy Hall, and Corr Grotto.
   2. Inner Quad courtyard between Sullivan and Sheehan Halls.
   3. Exception: Use of Small Cart Vehicles in the restricted areas above is permitted for Facilities, Maintenance and Dining Services activities for essential purposes only. Tickets will be issued if parking privileges are abused.
   4. Small Cart Vehicles are prohibited from operating on public roadways except when there is no alternate pathway available. Only cross roadways at a designated crosswalk and obey traffic signals and rules when crossing.

c. **Parking**
   Parking is allowed only on hard surfaces (e.g., asphalt, concrete, gravel, and brick). The following are prohibited:
   1. Parking on soft surfaces such as landscaping and unpaved surfaces.
   2. Blocking entrances to buildings, stairways, fire exits, disability ramps, or main thoroughfares.
   3. Chaining Small Cart Vehicles to trees.
   4. Avoid parking on an incline whenever possible.
   5. **Contact the Parking Office if you have questions regarding proper parking spaces.**

VI. **ACQUISITION/LEASE**

a. **Procurement**
   Procurement of Small Cart Vehicles shall be in accordance with current Procurement Department’s guidelines, which includes the specifications listed below. The Procurement Department buys all Small Cart Vehicles from a preferred vendor given the University receives a discount based on the volume purchased. All purchases must be made on a Villanova purchase order issued through the Procurement Department. Delivery must be scheduled through the Procurement Department. All Small Cart Vehicles are to be delivered to the University Garage located at the Stadium to be inspected and registered for use.

Prior to the purchase, rental, or use of a Small Cart Vehicle with a capacity of more than 6 passengers, contact Environmental Health & Safety and Risk Management as there are additional considerations and requirements regarding these large passenger Small Cart Vehicles.
b. **Specifications**

Whenever feasible, Villanova University recommends the purchase of electric-powered vehicles instead of internal combustion engine vehicles. New or leased vehicles must include the following safety features:
1. Rear view mirrors
2. Turn indicator signals
3. Back up beepers
4. Head lights
5. Brake lights
6. Horn
7. Seat belts (required if vehicle will operate at speeds greater than 20 miles per hour OR if vehicle is equipped with roll over protection and will operate at any speed).

c. **Registration**

New Small Cart Vehicles must be delivered to the Villanova University Garage for registration with the following information:
1. Name of school / department / operating unit
2. Make and type of vehicle
3. Serial number of vehicle
4. Business purpose
5. Vehicle Identification Number so responsible department can be contacted.

d. **Identification**

All Villanova-owned Small Cart Vehicles must have an official University logo bearing the department’s name clearly visible on the vehicle, as well as a vehicle identification number. The Grounds Department applies the logos to the Small Cart Vehicles. Each leased vehicle will have a vehicle ID number placed on it.

e. **Security**

The Department of Public Safety’s Crime Prevention Unit can be consulted about appropriate security measures for Small Cart Vehicles. Keys should not be left in vehicle when not in use. All Small Cart Vehicles should be properly secured when parked. In the event of a Small Cart Vehicle theft where property protection measures were not taken by the department, it will be the department’s responsibility to pay for the cost to replace the vehicle.

**VII. SAFETY**

a. **General**

Small Cart Vehicles shall not be operated in a manner that may endanger passengers, pedestrians, or other individuals or cause damage to University property. Operators must obey all traffic signals, signs and rules.
b. Training
Beginning March 1, 2016, each proposed Villanova employee/student vehicle operator (who has not been previously authorized to operate a Small Cart Vehicle) must view the “Golf Cart and LSV Safety” training video prior to operating the vehicle for the first time. In addition, a Villanova employee/student vehicle operator must view the video within 3 months of any Small Cart Vehicle accident in which:
- There is any damage to the Small Cart Vehicle or any other property
- There is any injury to the driver, passenger, or pedestrian
- There is any non-compliance with the requirements of this policy, as determined by/at the discretion of the Small Cart Vehicle Committee.

If a department chooses to lend its vehicle to an operator from another department, the lending department is responsible to assure that the operator has completed the training video and signed the Small Cart Vehicle Operator Agreement, including provision of a current driver’s license.

c. Speed Limits
Operators shall not exceed the University speed limit of 10 miles per hour. Operators must reduce speed in walkways and in pedestrian areas. In crowded pedestrian areas, operators must park or proceed at a slow walking pace. Pedestrians always have the right of way.

d. Passenger Limit and Load Capacity
Do not exceed the passenger limit and load capacity designated by the vehicle’s manufacturer. One passenger is permitted per seat. Operator and all passengers are required to sit in seats and use seatbelts.

e. Passenger Safety
Passengers must keep their head, legs and arms within the vehicle. No riding on backs, fronts, or sides of Small Cart Vehicles is permitted.

f. Lights
When carts are driven after dark, the lights must be used. Carts that are not equipped with lights cannot be used after dark.

g. Fueling
The key must be removed from the ignition before fueling the Small Cart Vehicle.

h. Secure Items
Secure and properly store all equipment and supplies to prevent objects from falling out or striking people.

i. Smoking
Smoking is prohibited inside the Small Cart Vehicle.
j. **Cell Phones and Headphones**
The use of cell phones, headphones, or other devices that could limit hearing or cause distraction while operating the vehicle is prohibited. Those not adhering to this requirement can be barred from operating Small Cart Vehicles in the future.

**VIII. VEHICLE MAINTENANCE**
a. **Inspection**
Supervisors shall ensure that vehicles are routinely inspected and maintained in addition to the required annual inspection by the Villanova University Garage to ensure that they are in proper working order.

b. **Disabled Vehicle**
If the vehicle becomes disabled and is left in an unofficial location, the operator should notify Public Safety and place a note on the vehicle advising that the vehicle is disabled and Public Safety has been notified.

c. **Tow Agreement**
Individual departments which own/lease, or have Small Cart Vehicles in their fleet, shall make arrangements for their Small Cart Vehicles to be towed at their department expense. Contact Villanova Grounds Department at extension 94433 for assistance.

**IX. ACCIDENT REPORTING**
a. All Small Cart Vehicle accidents should be immediately reported to Public Safety and the Department Supervisor to which the Small Cart Vehicle is assigned.

b. Public Safety will complete an incident report and provide a copy of the report to the Insurance and Risk Management Department and the vehicle owner’s department supervisor.

c. Employees who are injured must follow the University procedures for reporting a Worker’s Compensation claim. Human Resources may be contacted for more information related to reporting work related injuries at 9-7900.

d. If any parties are injured immediately call extension 9-4444 or 610.519.4444 to receive medical treatment and transport if necessary.

**X. ELECTRIC VEHICLES**
a. **Selection of Charging Stations**
The Facilities Maintenance Office is responsible for identifying appropriate locations for charging stations and their installation. If new facilities are to have vehicle-charging stations, their locations should be addressed during planning.
b. **Electric Vehicle Charging Stations**
   Electric vehicles will be recharged at locations designated for such use.

c. **Extension Cords**
   Use of extension cords from inside buildings to vehicles is prohibited.

**XI. ENFORCEMENT OF POLICY**

a. **Departments**
   It is the department’s responsibility to enforce the University’s Acquisition and Use of Small Cart Vehicles Policy within its area. Department’s enforcement responsibilities include:
   1. Accepting delivery of Small Cart Vehicles at the University garage to ensure the vehicles are inspected and registered for use, which includes receiving a registration decal.
   2. Ensuring that each of the department’s Small Cart Vehicles and operators comply with the University’s Acquisition and Use of Small Cart Vehicles Policy. This includes annual verification of driver’s licenses, review and signature of the Small Cart Operator Agreement and completion of initial and any required follow up training (video). In addition, all documentation must be maintained by the department for three years after the operator’s final use.
   3. Ensuring that all Small Cart Vehicles are routinely inspected and maintained by the University Garage to ensure that they are in proper working order.

b. **Public Safety**
   Public Safety’s enforcement responsibilities include:
   1. Public Safety enforces the appropriate and safe operation and parking of Small Cart Vehicles and may issue tickets accordingly.
   2. Improperly parked or operated Small Cart Vehicles may be ticketed and are subject to enforcement provisions of the parking rules and regulations.
   3. Fines/fees issued to Small Cart Vehicles will be charged to the Department to which the Small Cart Vehicle is assigned or to the operator.

c. **Failure to follow these rules may result in suspension of Small Cart Vehicle operating privileges, disciplinary action up to and including termination of employment. With regard to camp and event participant Small Cart Vehicle use, failure to follow these rules is considered a violation of the terms of your purchase agreement with the University and may result in termination of the camp or event.**
Attachment A: Employee/Student Small Cart Operator Agreement

While driving a Small Cart Vehicle, the safety of yourself and others shall be your top priority. Responsible driving requires concentration, sound judgment, and common sense on your part. Please review the following safety rules to be followed when operating this potentially dangerous vehicle:

1. Only authorized drivers are allowed to operate Small Cart Vehicles as approved by their supervisor. No one else is authorized to drive the cart. Do not allow anyone to borrow the cart.
2. Familiarize yourself with the controls used to start, stop, park, accelerate, and backup the vehicle.
3. If the cart is not operating properly, park in a safe location, remove the key and any valuables, and notify the Facilities Maintenance department immediately.
4. If the vehicle is equipped with seat belts, wear the driver’s belt and assure all passengers wear theirs.
5. Never operate the vehicle under the influence of drugs or alcohol that may impair your driving ability. If you are taking prescribed pain medication that makes you drowsy or if you are impaired in any way, tell your supervisor and do not drive the vehicle.
6. The key must be removed from the ignition before fueling the Small Cart Vehicle. Failure to do so may result in personal injury or property damage.
7. Vehicles are prohibited from operating on public roadways except when there is no alternate pathway available. Only cross roadways at a designated crosswalk and obey traffic signals, signs and rules when crossing.
8. Blocking entrances to buildings, stairways, fire exits, disability ramps or main thoroughfares is prohibited.
9. Pedestrians have the right of way on campus. Vehicles must yield to pedestrians on sidewalks and in crosswalks.
10. Assure the number of occupants does not exceed the recommended level for the vehicle. One passenger is permitted per seat and all passengers are required to sit in seats. No riding on backs, fronts, or sides of vehicles is permitted.
11. Keep your arms, legs, and head inside the Small Cart Vehicle at all times.
12. Secure and properly store all equipment and supplies to prevent objects from falling out or striking people.
13. Use caution when driving downhill; reducing speed and avoiding sharp turns.
14. Traveling speed should never exceed 10 miles per hour. “Governors” may not be removed.
15. Obey all traffic regulations. Observe all stop signs and traffic signals. Vehicles should not pass other motor vehicles, including other moving Small Cart Vehicles.
16. The use of cell phones, headphones, or other devices that could limit hearing or cause distraction while operating the vehicle is prohibited.
17. Allow for extra travel time and stopping distance when roads are wet or slick from the weather.
18. When finished using the Small Cart Vehicle, remove key before leaving unattended, and return it to the proper contact person so other employees can use the vehicles as needed. Avoid parking on inclines when possible.
19. Properly secure parked vehicles in locked area or using an anti-theft device.
20. Smoking is prohibited inside the Small Cart Vehicle.
21. Report any accidents or damage to the vehicle or property to Public Safety immediately at 610-519-4444.
Statement of Understanding
I have reviewed the Acquisition and Use of Small Cart Vehicles Policy and viewed the required training video. I will abide by the safety rules above for proper operation of Small Cart Vehicles. I understand that failure to follow these rules may result in suspension of Small Cart Vehicle operating privileges as well as disciplinary action up to and including termination of employment.

Department: ____________________________
Driver Name: ____________________________  Driver’s License #: __________________
Signature: ____________________________  Date: ________________

* NOTE: OPERATOR AGREEMENT AND COPY OF DRIVER’S LICENSE MUST BE RETAINED BY DEPARTMENT FOR 3 YEARS FOLLOWING LAST USE OF CART *

Copy of Current Driver’s License Above
Attachment B: Camp/Event Participant’s Small Cart Operator Agreement

While driving a Small Cart Vehicle, the safety of yourself and others shall be your top priority. Responsible driving requires concentration, sound judgment, and common sense on your part. Please review the following safety rules to be followed when operating this potentially dangerous vehicle:

1. Only authorized drivers are allowed to operate Small Cart Vehicles as approved by their supervisor. No one else is authorized to drive the vehicle. Do not allow anyone to borrow the vehicle.
2. Familiarize yourself with the controls used to start, stop, park, accelerate, and backup the vehicle.
3. If the vehicle is not operating properly, park in a safe location, remove the key and any valuables, and notify the Facilities Maintenance Department immediately.
4. If the cart is equipped with seat belts, wear the driver’s belt and assure all passengers wear theirs.
5. Never operate the vehicle under the influence of drugs or alcohol that may impair your driving ability. If you are taking prescribed pain medication that makes you drowsy or if you are impaired in any way, tell your supervisor and do not operate the vehicle.
6. The key must be removed from the ignition before fueling the Small Cart Vehicle. Failure to do so may result in personal injury or property damage.
7. Vehicles are prohibited from operating on public roadways except when there is no alternate pathway available. Only cross roadways at a designated crosswalk and obey traffic signals, signs and rules when crossing.
8. Blocking entrances to buildings, stairways, fire exits, disability ramps or main thoroughfares is prohibited.
9. Pedestrians have the right of way on campus. Vehicles must yield to pedestrians on sidewalks and in crosswalks.
10. Assure the number of occupants does not exceed the recommended level for the vehicle. One passenger is permitted per seat and all passengers are required to sit in seats. No riding on backs, fronts, or sides of vehicles is permitted.
11. Keep your arms, legs, and head inside the Small Cart Vehicle at all times.
12. Secure and properly store all equipment and supplies to prevent objects from falling out or striking people.
13. Use caution when driving downhill; reducing speed and avoiding sharp turns.
14. Traveling speed should never exceed 10 miles per hour. “Governors” may not be removed.
15. Obey all traffic regulations. Observe all stop signs and traffic signals. Small Cart Vehicles should not pass other motor vehicles, including other moving Small Cart Vehicles.
16. The use of cell phones, headphones, or other devices that could limit hearing or cause distraction while operating the vehicle is prohibited.
17. Allow for extra travel time and stopping distance when roads are wet or slick from the weather.
18. When finished using the Small Cart Vehicle, remove key before leaving it unattended, and return to the proper contact person so other employees can use the vehicles as needed. Avoid parking on inclines when possible.
19. Properly secure parked vehicles in locked area or using an anti-theft device.
20. Smoking is prohibited inside the Small Cart Vehicle.
21. Report any accidents or damage to the vehicle or property to Public Safety immediately at 610-519-4444.
**Statement of Understanding**

I have reviewed the Acquisition and Use of Small Cart Vehicles Policy and will abide by the safety rules above for proper Small Cart Vehicle operation. I understand that failure to follow these rules will be considered a violation of the terms of my purchase agreement with the University and will result in suspension of Small Cart Vehicle operating privileges.

Department/Camp/Event: ____________________________

Driver Name: ____________________________  Driver’s License #: __________________

Signature: ____________________________  Date: ________________

* NOTE: OPERATOR AGREEMENT AND COPY OF DRIVER’S LICENSE MUST BE RETAINED BY CAMP/EVENT SPONSOR FOR 3 YEARS FOLLOWING LAST USE OF CART *