

## **Cart Operating Policy**

### **Cart Operating Policies and Procedures for Lake Forest College**

*(The following rules, regulations, and standards apply to all cart operators and carts operated on the grounds of Lake Forest College)*

1. Operators must be at least 18 years of age and possess a valid U.S. driver's license and be issued a Lake Forest College Operator License after successful completion of training, a review of the driving performance and a road test all administered by the Safety Coordinator.
2. The driving record of Lake Forest College faculty, staff, and student operators shall be evaluated annually by Public Safety to verify their past performance is acceptable with College's insurance requirements.
3. Lake Forest College faculty, staff, and students who drive golf carts (whether College owned or rented) must successfully complete an online cart safety training program offered through SafeColleges training as assigned by the Director of HR through <https://lakeforest-il.safecolleges.com>
4. Operators shall be familiar with the operating controls of the cart.
5. Operators shall abide by all traffic signs and signals.
6. Operators shall always consider the terrain, weather conditions, pedestrians, and other vehicle traffic to assure safe operating conditions are maintained.
7. Operators shall not wear head phones, earbuds, send or receive text messages, or use a cell phone when driving.
8. Pedestrians shall be given the right-of-way at all times.
9. Driving on public roadways other than to cross the public road is prohibited.
10. Carts shall only cross public roadways in areas that are clearly visible from all directions.
11. Carts shall be driven at a safe speed; appropriate to conditions and within the posted campus speed limit.
12. Carts shall not be modified in any manner.
13. Carts shall be operated on campus roadways (as opposed to grass) whenever possible.
14. Passengers shall be limited to the number of seats provided on the cart.
15. The operator and passengers shall remain seated, keeping their head, legs, arms, hands, and feet within the confines of the cart while it is in motion.
16. Ignition key(s) shall be removed if the operator will be out-of-site of the cart.
17. A cart shall never be operated by persons under the influence of alcohol or drugs.
18. Only carts equipped with headlights and brake lights may be driven between sunset and sunrise.
19. Incidents of reckless driving and/or other operating safety concerns should be reported immediately to the Department of Public Safety.
20. Accidents must be reported to the Department of Public Safety, regardless of fault, or whether there is damage or personal injury. The driver and all persons involved shall stay with the cart until released by a Public Safety Officer.

### **DEPARTMENT OF PUBLIC SAFETY (847) 735-5555**

Any outside organization using Lake Forest College facilities shall abide by the College's cart operating rules and regulations (minus #2) and agree to register their cart with the Safety Coordinator. The organization shall provide the make and model of the cart or carts to be used and a copy of a valid driver's license for each cart operator (drivers must be 18 years of age or older) prior to their arrival on campus. Individual drivers, prior to driving carts on campus, will be required to read and sign this consent form and must successfully complete an online cart safety training program offered through SafeColleges training as assigned by the Safety Coordinator through <https://lakeforest-il.safecolleges.com>

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*I, \_\_\_\_\_ (print name), as a cart operator, have read and agree to abide by the Lake Forest College cart operating policies and procedures.*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Department/Organization:* \_\_\_\_\_

Signed authorization forms are to be maintained (and available for review) in each department utilizing carts or cart drivers.