

**Purdue University
Office of Risk Management**

Guidelines for Operating Gas/Electric Carts on Campus

Many departments use carts (any small, motorized utility vehicle, including but not limited to golf carts, Gators™, Carryalls or ATVs) to move people and materials around campus or to other campus facilities. Parking Facilities, University Police and the Office of Risk Management have worked together to develop guidelines for the use of carts that balance the needs of University departments while ensuring we are following State law, City ordinances and University Parking and Traffic Regulations.

In addition to following the guidelines outlined below, all cart operators should complete the online Cart Safety Training in Webcert/BrightSpace ([Golf Cart Safety Course](#)) prior to operating a cart for University business. Once logged into WebCert, scroll down to Vice President for Ethics and Compliance to access the Golf Cart Safety Course.

Guidelines

- a. Carts must not be operated by anyone under the influence of any substance including alcohol, illegal drugs and/or medications that may cause impairment.
- b. The number of passengers in a cart must not exceed the cart's seating capacity. If seat belts are installed, they must be used while the cart is in motion.
- c. Operators and passengers must keep all arms and legs inside the cart while it is in motion.
- d. Use of cell phones or other electronic devices by operators are prohibited when the cart is in motion. If use of a cell phone or other electronic device is necessary, the operator should come to a complete stop in a safe location, and remain stopped while using the device.
- e. Carts may be operated on City/University streets that fall within campus boundaries. These boundaries are generally: North-Cherry Lane; East-Northwestern Avenue; South-Harrison Street; West-McCormick Road. Carts operating on streets outside these boundaries are subject to being impounded and the operator being cited for violation of the applicable State laws and City Ordinances.
- f. Carts operating on streets are required to adhere to all motor vehicle laws including obeying all signage. Operators should be extra cautious when operating on streets, paying particular attention to vehicular traffic and pedestrians.
- g. Carts may be operated on sidewalks, plazas and bike paths when necessary to avoid heavy street traffic or to reach a specific destination not directly accessible via the street. The speed limit for carts in these areas is 5 mph. When moving through congested areas, speed should not be faster than pedestrians walking in the same area.

- h. Carts operating on sidewalks, plazas and bike paths must yield to pedestrians and bicyclists, and must obey all signage. Caution must be exercised at blind corners and in areas of crossing pedestrian and bicycle traffic.
- i. Extreme caution should be used when backing a cart. Operators should be aware of their surroundings when backing. Also, a cart should never be backed downhill or down an incline.
- j. Carts must not be parked on sidewalks in a manner that would inhibit ingress/egress or impede a smooth pedestrian traffic flow including for individuals that fall under the ADA. Carts must also not be parked where they would block fire department connections, at bike racks, or any other location that may present a hazard.
- k. Keys should never be left in an unattended cart. Keys should be removed and kept with the operator when the cart is not in use.
- l. It is recommended that departments maintain a cart use log so that, in the event of an accident, the department can easily determine who was a designated operator at the time of the accident.
- m. Carts purchased for University business may park in a University vehicle space, or any A/B/C space. If a department wants a designated parking space for their cart, that can be arranged with Parking Facilities, and comes at the cost of a reserved parking space.
- n. Accidents involving carts should be reported to PUPD (or campus security for regional campuses), the operator's supervisor, and the Office of Risk Management as soon as possible following the accident.
- o. New carts purchased by University departments must have the following installed equipment:
 - Headlights
 - Tail/brake lights
 - Left and right turn signals
 - Rearview mirror
 - Passenger safety restraints (seat belts)
 - Yellow flashing roof mounted strobe
 - SMV sign mounted on rear of cart
 - Individually keyed
- p. Carts rented by the University must have the following installed equipment:
 - Headlights
 - Tail/brake lights
 - Rearview mirror
 - Passenger safety restraints (seat belts)
 - SMV sign mounted on rear of cart