

UNIVERSITY OF CENTRAL FLORIDA
STANDARD OPERATING PROCEDURE

SUBJECT: Golf Cart Use/Operation

I. PURPOSE: The purpose of this procedure is to establish University guidelines for the safe use/operation of golf carts throughout the campus. These guidelines are established in conjunction with appropriate Florida State Statues.

II. POLICY: It is the policy of the University to encourage a safe and legal guide for the members of the campus community to use golf carts.

III: PROCEDURE:

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The following procedures outline the requirement for each department to follow with regards to the registration and use of golf carts on the University of Central Florida.

A. REGISTRATION

All golf carts used by any employee on the campus must be registered with UCF Parking Services Department. Serial numbers, department numbers, and responsible property managers must be kept current.

Each vehicle driven must be clearly marked with black/white block lettering with the responsible department name and a golf cart number. This lettering must be at least two inches tall. The department name shall be displayed on each side of the cart with the unit number on the front and rear.

Parking Services will assign and install the numbers. It will be the responsibility of the department to display the department name on both sides of the cart.

Parking Services office is responsible for maintaining a master list of all golf carts used on the campus. Each department is responsible for furnishing the information on the purchase, sale, or transfer of any golf cart to Parking Services for periodic updating.

Parking Services is responsible for forwarding updated copies of master golf cart lists to parties requesting same.

Each individual department is responsible for maintaining a list of persons authorized to operate the golf cart. This list must be updated each semester and a copy forwarded to the University Police Department.

Each individual department is responsible to assuring that drivers are licensed as appropriate to operate the golf cart.

Golf cart owners will be required to fill out a “space assignment form” for newly acquired golf carts so that they can be assigned a space in a parking garage closest to their department. (form attached)

B. FLORIDA STATUES REGARDING GOLF CART USAGE

A gold cart is defined in F.S.S. 316.003 (68) as “a motor vehicle designed and manufactured for operation of a golf course for sporting or recreational purposes.

A motor vehicle is defined in F.S.S. 316.003 (21) as “any self-propelled vehicle not operated upon rails or guide way, but not including any bicycle or moped.”

F.S.S. 316.212, establishes that a golf cart may be operated only upon a county road which has been designated by a county, or a city street which has been designated by a city, for use by golf carts. Prior to making such a designation, the responsible local governmental entity must first determine that golf carts may safely travel on or across the public road or street. Upon a determination that golf carts may be safely operated on a designated road or street, the responsible governmental entity shall post appropriate signs to indicate that such operation is allowed.

A golf cart may only be operated on a part of the State Highway System under the following conditions: (F.S.S. 316.212(3)(a)(b)(c)

To cross a portion of the State Highway System which intersects a county road or city street that has been designated for use by golf carts if the Department of Transportation has reviewed and approved the location and design of the crossing and any traffic control devices needed for safety purposes.

To cross, at mid block, a part of the State Highway System where a golf course is constructed on both sides of the highway if the Department of Transportation has reviewed and approved the location and design of the crossing and any traffic control devices needed for safety purposes.

A golf cart may be operated on a state road that has been designated for transfer to local government unit pursuant to s. 335.0415 if the Department of Transportation determines that the operation of a golf cart within the right-of-way of the road will not impede the safe and efficient flow of motor vehicle traffic. The department may authorize the operation of golf carts on such roads if:

The road is the only available public road along which golf carts may travel or cross, or the road provides the safest travel route among alternative routes available; and the speed, volume, and character of motor vehicular traffic using the road are considered in making such determination.

Upon its determination that golf carts may be operated on a given road, the department shall post appropriate signs on the road to indicate that such operation is allowed.

A golf cart may be operated only during the hours between sunrise and sunset, unless the responsible governmental entity has determined that a golf cart may be operated during the hours between sunset and sunrise and the golf cart is equipped with headlights, brake lights, turn signals, and a windshield.

A golf cart must be equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror, and red reflectorized warning devices in both the front and rear. F.S.S. 316.212 (2) (5).

The university policy requires golf carts to be operated as far right as they can be, on roadways. It is a violation of FSS 316.1995 to operate golf carts on a bike lane.

C. LICENSING REQUIREMENTS

Under F.S.S. 322.03 (1) “Except as otherwise authorized in this chapter, a person may not drive any motor vehicle upon a highway of this state unless such person has a valid driver’s license under the provisions of this chapter.

F.S.S. 322.04 (e) indicates “Any person operating a golf cart, as defined in F.S.S. 320.01, which is operated in accordance with the provisions of F.S.S. 316.212,” is exempted from licensing requirements.

Until such time as the Department of Transportation has reviewed the University roadways and given approval in addition to proper posting of appropriate signage, golf carts operated on the roadways of the University streets will require operators to carry and maintain a current Florida Driver’s License.

D. ENFORCEMENT

All operators of golf carts are subject to appropriate actions by the University Police in enforcing the laws of the State of Florida.

Appropriate citations will be issued where deemed necessary by the University Police.

Written warnings will be issued where appropriate by the University Police; a copy of which will be forwarded to the offender's head of department.

Two such violations; written warnings and/or citations will suspend the offender's golf cart privileges for one year. Five such violations in one year will revoke all golf cart privileges on the University property.

E. REQUIRED EQUIPMENT

In accordance with F.S.S. 316.212(c)(6), "A golf cart must be equipped with efficient brakes, reliable steering apparatus, safe tires, a rear-view mirror, and red reflectorized warning devices in both the front and rear.

A golf cart operated between the hours of sunset and sunrise must be equipped with headlights, brake lights, turn signals, and a windshield.

Inspections will be conducted annually (prior to July 1st of each year). Each department is responsible for obtaining a certified letter assuring the golf cart has been inspected and maintains all equipment in accordance with F.S.S. 316.212(c)(4)(5). Golf carts will maintain this certification with the golf cart at all times. Golf carts without inspection letters will not be operated on the University property at any time. Violators of this section are subject to citations, department disciplinary actions, and/or impounding of golf carts until such time as corrective actions are taken.

F. UNIVERSITY OPERATION

Golf carts can only use the University sidewalks prior to 0830 and after 1430. Exceptions to this are food service deliveries and weekend usage.

Golf carts shall not travel more than 10 mph on any portion of the campus.

If a golf cart is driven on a roadway, the operator must keep the golf cart as far to the right hand edge of the roadway as possible. The operator is not to impede the flow of traffic and must obey all appropriate traffic laws.

G. OVERNIGHT PARKING

The following areas are designated as approved golf cart parking and storage locations; (see campus golf cart map)

- a. Physical Plant (inside fenced area).**
- b. Parking Garages (ALL)**

Individuals parking outside approved designated parking areas will be issued a parking violation by the University Police.

H. SERVICE USE PARKING

The following areas are designated as approved golf cart parking and delivery locations: (See campus golf cart map)

- Parking metered spaces on the west side of the Administration Building.**
- Sculpture area at Visual Arts Building.**
- Loading dock at Engineering Building.**
- Behind the Computer Store.**
- By the driveway in back of the Bookstore.**
- Health and Physics Service area.**
- Arena Service area.**
- Lake Claire Housing area.**
- East side of Howard Phillips Hall.**
- Behind the Theater and Computer Center.**
- Behind the Student Center.**
- Behind CREOL, just below lot E-3.**
- Student Union service area.**
- Housing, at the laundry room.**
- Between Wayne Densch and the pool area.**
- North east side of the Creative School.**

Individuals parking outside of approved designated service parking area will be issued a parking violation by the University Police.