



# HAVERFORD COLLEGE

## HAVERFORD COLLEGE

### FLEET OPERATIONS POLICY

**2024**

Conferences/Events & Campus Center Services

610-896-4923

[hc-fleet@haverford.edu](mailto:hc-fleet@haverford.edu)

Campus Safety

610-896-1111

**Effective: August 1, 2024**

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## **I. Purpose:**

Haverford College has instituted the following policy to ensure the safety of our students and staff while operating motor vehicles and golf carts. This policy applies to all drivers using a vehicle while on Haverford College business, including, but not limited to, golf carts, College owned vehicles, leased vehicles, rented vehicles, and personal vehicles (collectively, “vehicles” and individually, a “vehicle”).

**In addition to taking other appropriate disciplinary action, Haverford College reserves the right to suspend an employee’s/student’s privilege to operate a vehicle owned, leased, or rented by Haverford College when this policy is violated.**

The goal of this policy is driver safety awareness and responsible driving behavior to decrease motor vehicle accidents, personal injuries and property damage.

## **II. Driver Qualifications:**

### **1. Acceptable Licenses:**

Any person operating a vehicle owned, leased, or rented by Haverford College:

- Must be insured.
- Must hold a current, valid U.S. driver’s license or hold a current, international drivers license.
- If license was issued outside of U.S.A., the following must be true and/or completed:
  - License must be valid.
  - Drivers must have 2 years experience driving in an environment similar to US roadways.
  - Employee/student must disclose information about any prior accidents or violations.
  - Complete online driver training: <https://drivesed.com/pennsylvania/>
  - Individuals are responsible for covering the cost of this training.
  - International licenses are valid for one year after date of entry
  - Applicants may choose to seek out departmental coverage of this fee
- Probationary, court-restricted, junior, or provisional driver’s licenses will not be accepted.

### **2. Age Restrictions:**

- Individuals must be at least 18 years of age
- Individuals are required to have had their license for two years. If a license is issued in less than a two year time frame from date of application, other documentation must be provided in the form of a past state issued license.
- If the individual is not able to provide a past license, they must reach out to their state issuer and gather the required documentation (e.g. Penndot)

**3. Motor Vehicle Records (MVR) for Employees:** MVR verifications are required for all employees operating vehicles on behalf of the College. MVRs produce a history of traffic violations and will help ensure that safe and responsible individuals are operating vehicles on behalf of the College.

- MVRs will be performed on a pre-employment and annual basis for each employee assigned a College vehicle, drivers who complete all required steps in the Fleet Policy, and drivers who routinely use their personal vehicle for conducting College business and/or transporting students for institution business.
- MVRs may be verified on a post-accident basis at the discretion of the College.
- Employees with multiple moving violations and/or at-fault accidents will be subject to progressive corrective action including counseling, mandatory participation in a driver training program, and loss of the right to operate an institutional vehicle. The loss and/or suspension of an employee's driver's license, where driving is an essential function of the job, may result in disciplinary action up to and including termination of employment.
- If a driver's license is revoked or suspended for any reason, the student or employee must immediately contact Conferences/Events in the Whitehead Campus Center.

**4. MVRs for Students:** MVR verifications are required for any students operating vehicles on behalf of the College. MVRs produce a history of traffic violations and will help ensure that safe and responsible individuals are operating vehicles on behalf of the College.

- MVRs will be performed before a student may drive an institutional vehicle, and annually for all student drivers whose position at the College necessitates operation of a vehicle owned, leased, or rented by Haverford College. Students with multiple moving violations and/or at-fault accidents will not be approved to drive an institutional vehicle. Please refer to the "Motor Vehicle Record Review Policy" section of this policy for detailed standards regarding judgment of driving history and any actions required.

**5. MVR Results:**

- MVR results take 24-72 hours to process. A "Clear" result will allow the individual to move forward with scheduling a road test with Campus Safety.
- A "Questionable" result may appear from a multitude of circumstances including past incidents, incorrect addresses or information on licenses, violations, tickets, etc.
- "Questionable" results will be reviewed on a case by case basis by the Conferences and Events/ Campus Center Office.
- "Questionable" results may impact future applications for fleet certification and will also be handled on a case by case basis to determine if the individual is a suitable candidate for Fleet Certification.
- Time frames for reapplication will also be handled on a case by case basis

**6. Forms:**

- All employees who operate a vehicle owned, leased, or rented by Haverford College will be required to complete and electronically sign an online form entitled "Fair Credit Reporting Act Disclosure Regarding Motor Vehicle Record Reports".

- If a driver is a College student, they are required to complete and sign the “Student Authorization for Motor Vehicle Records” form.
- Individuals who are assigned or authorized to use an institutional vehicle must complete and e-sign the online document entitled “Acknowledgement and Consent Agreement of the Fleet Policy”.

**7. Driver safety training:** All drivers are required to complete Haverford College driver safety training.

- The Online Driver’s Safety Training Program must be completed before eligibility to operate a vehicle on behalf of the College. The online training must be completed annually.
- Operators of vehicles must complete an online Driver’s Safety Training Program. Conferences/Events & Campus Center Services will maintain a current list of operators who have successfully completed the training program.

Drivers who have not completed the online training are not permitted to operate any vehicle. All drivers are also required to participate in a road test with driver observation if a College van is to be used.

- A Campus Safety Officer will perform the road test.
- Results of the road test will be recorded and maintained by Conferences/Events and Campus Center Services.
- If a driver fails the road test they will be unable to drive any College vehicle.

### **III. Personal Vehicle Usage:**

Non-company vehicles or personal vehicles used while conducting business on behalf of the College are subject to all the provisions and standards of this program.

1. Employees are required to:
  - Maintain current state vehicle inspection for the state in which their car is registered.
  - Maintain their personal vehicle in safe operating condition.
2. Prior to using a personal vehicle to transport students on behalf of Haverford College and/or for conducting College business, an employee must:
  - Have a valid U.S. driver’s license.
  - Provide proof of liability insurance to Conference/Events & Campus Center Services
    - Recommended limits: \$100,000/\$300,000/\$50,000.
    - The institution does not carry insurance on personal vehicles and assumes no responsibility for any damage to an employee’s personal vehicle, even when it is used on behalf of the institution. It is the employee’s responsibility to carry such insurance coverage.
3. All employees must complete and sign the document entitled “Personal Vehicle Use on behalf of the Institution”. This form must be signed annually in order to use a personal vehicle to transport students on behalf of Haverford College and/or for conducting College business.
4. Personal Vehicle usage is subject to the same restrictions as College vehicles.

5. Conferences/Events & Campus Center Services will maintain copies of current driver's licenses and insurance if operating a personal vehicle on behalf of College related business (unless the individual does not currently own a car and have such insurance).

#### **IV. Fleet Operations:**

***\*\*Non- Haverford Community members are not allowed to operate, ride, or utilize the Haverford Fleet. This includes Golf Carts unless otherwise sanctioned by the Conferences and Events office.***

1. **Liability Insurance:** The institution's liability insurance protects both the institution and an authorized driver against damages resulting from bodily injury and/or property damage occasioned by the authorized use of an institutional vehicle.
  2. **Intended Use:** Haverford College vehicles are intended for use only in the conduct of institutional business or for approved institutional activities. Haverford College vehicles are not for personal use. The institution has insurance for damage occurring to institutional vehicles. If an accident occurs while the individual is not driving on behalf of the institution, the individual will be responsible to pay the applicable deductible. Any individual using a College-owned vehicle for personal use will lose driving privileges.
  3. **Keys:** van keys and accident kits will be obtained from and returned to Campus Safety in the GIAC.
    - o Individuals may not retain keys of an institutional vehicle, unless that vehicle has been assigned as a function of employment. No student may retain keys of any institutional vehicle. Conferences/Events & Campus Center Services maintains and controls keys for institutional vehicles. Individuals may not copy keys for personal use. All lost or stolen keys must be reported to Conferences/Events & Campus Center Services immediately upon discovery that the key is lost or stolen.
  4. **Driving Distances:**
    - o College vans may not be driven to any destination that is more than 50 miles one way.
    - o Drivers may not take College vans on an interstate (highway/motorway).
    - o Routes must be planned ahead of time and are limited to the 50 Mile one-way limit for Haverford College owned Fleet vehicles.
    - o Routes must be planned to avoid highways and tolls. Driving a Haverford College owned vehicle on a highway may result in driving privileges being revoked
    - o If destination is more that 50 miles one way and/or requires driving on an interstate, a rental van must be used with pre approval from Fleet Management, Sponsoring Department and/or the Director of Student Activities.
    - o Rentals, Fleet, and Personal Vehicle Usage:
- To aid in ensuring safe travel and the proper level of alertness during extended travel, the operator is required to stop the vehicle and rest for at least ten minutes for every two hours of driving time. In times of adverse weather conditions, when driving in unfamiliar areas, or when experiencing heightened levels of stress, it is recommended that the

driver rest more frequently.

Any one driver will not operate a motor vehicle for more than 150 miles each way or four hours consecutively. For trips in excess of these parameters, a second alternate driver (who is also Fleet Certified) will be required, and the alternate driver must take over driving duties once the limits above are reached. Notwithstanding the parameters above, total driving time shall not exceed eight hours in a 24 hour period.

- **Requesting Use of Vans:** Request for the use of vans must be made at least 24 hours prior to the trip, or 72 hours if the proposed driver does not have a current MVR on file.

#### 5. Driver Rules & Expectations of Vehicles:

- Employees and students are responsible for safe and responsible driving and are expected to obey all motor vehicle regulations, follow traffic laws, posted speed limits, practice defensive driving, wear seat belts, and avoid any activity that has the potential to divert attention from driving safely.
- **Fleet Vehicles may not be altered in any way. This includes the layout of the seats and items within the vehicle.**
- The driver and all occupants are required to wear safety belts when operating or riding in a motor vehicle. The driver is responsible to ensure all passengers are wearing their safety belts.
- No vehicle may be operated by anyone under the influence of illegal drugs or alcohol. Drivers are subject to disciplinary action up to and including termination **and, if a student, expulsion** for their conduct and actions while alcohol or drug impaired. Drivers may not take prescription drugs or “over the counter drugs” that may cause drowsiness 24 hours before operating a College vehicle.
- Vehicles cannot exceed the recommended load capacity of the vehicle for both number of passengers and weight of cargo.
- Drivers have the right to refuse transport of a passenger who is unable or unwilling to control behavior.
- Drivers have the right to refuse transportation of passengers carrying alcoholic beverages.
- Passengers may not bring alcoholic beverages (even unopened), drugs, or pets on school owned vehicles at any time.
  - Service and emotional support animals as defined by Title II and III of the ADA are permitted.
- Haverford College vehicles must be secured when not occupied and must have contents reasonably safeguarded.
- The use of radar detectors (or similar speed enforcement detection) is strictly prohibited.
- Drivers are restricted from distracting activities while driving on behalf of Haverford College. Prohibited activities include but are not limited to use of smart phones, PDAs, cell phones, headphones, smoking, eating, checking email, etc.
- Drivers are required to turn off the engine and prohibited from smoking while fueling vehicles.
- Vans are prohibited from towing trailers.

- Use of GPS and other electronic driving aids must be programmed prior to starting the vehicle and not used until the vehicle is safely parked.

**7. Vehicle Inspections and Maintenance:** The Office of Facilities Management will ensure that institutional vehicles are regularly inspected and receive required maintenance. Individuals should also inspect vehicles prior to use and upon return for maintenance needs or concerns. Upon discovery of a vehicle problem, individuals must immediately contact Conferences/Events & Campus Center Services to determine course of action. Individuals are required to keep the vehicle clean and in safe operating condition at all times.

- Types of Vehicles
  - This policy covers all vehicles owned, leased, rented, or used for College related business.
  - College owned vehicles:
    - 4 - 12 passenger vans
    - Golf Carts
    - Trucks (Facilities Management, Dining Services, Central Services)
- Rental Vehicles
  - Drivers are required to complete the Driving Training Safety Program outlined in this policy prior to renting any vehicle for College related business.
  - Students are required to process any rental requests through the EMS reservation system.
  - Approved rental vehicles include cars, minivans, and 12 passenger vans.
- The College does not permit the use of 15 passenger vans without pre approval from Fleet Management, the Sponsoring Department, and/or the Student Activities.
- Truck rentals must be pre approved by Fleet Management and Facilities Management.

## **V. Accidents / Breakdowns / Traffic Violations:**

1. **Safety Kits:** All Haverford College vehicles contain the following safety equipment: Triangles, First Aid Kits, Flashlight, and Glass Break Tools. These items must remain in the vehicle and may only be used for their intended purpose in emergency situations. Drivers are responsible for reporting missing or damaged items.
2. **Accident Reporting Kits:** All Haverford College-owned vehicles contain accident reporting kits which include: witness statement cards, accident diagram cards, insurance information, who to call in event of an accident, and how to report an accident.
  - The driver is responsible for utilizing this kit in the event of an accident, including taking appropriate photographs, obtaining witness statements, providing insurance information, and reporting the accident to local police and Haverford College Campus Safety in the event of an off campus accident and to Campus Safety in the event of an on campus accident.
  - In the event of a vehicle breakdown or accident, the vehicle driver will contact the Haverford College Campus Safety Dispatcher (610-896-1111), it is necessary to ensure that all facts of the accident are available should unexpected claims be received at a later date and provide the following information:
    - Driver's name and call back number
    - Location and type of incident
    - If there are injuries to any passengers
    - If the van is drivable



The dispatcher in Campus Safety will contact the appropriate individuals as per the contact tree listed in Section IX.

**3. Accident Investigation:** In addition to any investigation by local law enforcement, all accidents will be reviewed and investigated by Campus Safety in a timely manner to the greatest extent possible.

- Accident investigation will include a root cause analysis and a determination of whether the accident was “preventable” or “non-preventable”.
- All accident investigations will include action steps for preventing similar accidents in the future. Action steps are required to be completed and followed-up on to ensure effectiveness.
- Drivers are responsible for reporting receipt of all traffic violations to Conferences/Events & Campus Center Services and Campus Safety and are personally responsible for paying all traffic penalties.
- For accidents involving a non-company vehicle, the driver is responsible for reporting the accident to his/her personal automobile insurance carrier.

#### **VI. Vehicle Maintenance:**

1. Vehicles must be in a condition suitable for driving prior to use.
2. Vans will be maintained within the requirements of the Pennsylvania State Vehicle Inspection requirements and within the requirements set forth by the Haverford College Equipment Mechanic.
3. All Haverford owned vehicles must be inspected on a daily basis for both pre-trip and post-trip situations. Drivers must complete the Vehicle Pre-Trip and Post Trip Inspection forms (provided when picking up keys) and return them to Conferences/Events & Campus Center Services, or Campus Safety if after hours, with the keys at the completion of all trips.
4. Drivers are required to report vehicle maintenance issues immediately to Conferences/Events & Campus Center Services or Campus Safety after hours.
5. The office of Facilities Management will ensure that all maintenance issues are attended to in a timely manner.
6. Vehicles will be removed from the road when required maintenance either affects the safety of the driver and/or passengers, or when the maintenance issue violates laws for vehicle operation.

#### **VII. Transportation of Minors:**

1. The transportation of students or prospective students under the age of 18 is prohibited without the written permission of the student’s or prospective student’s parent(s) or legal guardian. A parent must complete and sign *The Waiver and Release of Liability – Transportation of Minors* document. They may be transported only in Haverford College vehicles. The parent or legal guardian may add a note to the waiver stating the minor

can be transported to/from the Haverford Train Station (less than 1 mile from campus) in a personal vehicle driven by a college employee.

### **VIII. Vehicle Reservation Procedure**

1. Contact Conferences/Events & Campus Center Services to complete paperwork necessary to gain authorization to operate a Haverford College vehicle.
2. Contact Conferences/Events & Campus Center Services to determine availability of and reserve the vehicle(s).
3. Reservations must include the following information: Designated Drivers, Passengers, Destination, and Additional stops that may be made along the way
  - Failure to provide this information within 48 hours of the trip may result in driving privileges being revoked, and the reservation being canceled
4. Pick up van keys from Campus Safety in the GIAC.
5. After picking up van key
  - o Complete Pre-Trip inspection form on tablet prior to departing
  - o Complete Post-Trip Inspection Form on tablet immediately upon returning to campus
  - o Ensure all emergency/safety and accident kits have the necessary items. Please note that you are not cleared to operate a College owned vehicle until completion of your MVR, and that this process can take up to 48 hours. Please plan accordingly.
6. **Inspection Reports:**
  - o Inspection Reports need to be submitted before AND after each individual rental.
  - o Failure to submit Inspection reports may result in driving privileges being revoked.

### **IX. Contact Information Regarding Fleet Operations:**

- Emergency: 610 – 896 - 1111
- Accidents: 610 – 896 - 1111
- Training/Scheduling/Coordination of vehicles and golf carts: Conferences/Events & Campus Center Services, 610-896-4923, hc-fleet@haverford.edu
- Under emergency or extenuating circumstances, employees and students should contact Campus Safety.
- Employees and students may deviate from the Policy with written consent from the following individuals in the order listed:
  - Conferences/Events & Campus Center Services Director: Mike Boyle
  - Conferences/Events & Campus Center Services: Fred Howard

## X. Haverford College Fleet Operations Safety Policy Motor Vehicle Record Review Policy

It is an institutional policy and requirement for employee and student driving privileges that every individual with driving duties have a motor vehicle record (MVR) meeting the grading requirements stated below. MVRs will be examined prior to granting of driver privileges and yearly thereafter.

This MVR policy applies to all drivers operating a College owned, leased, or rented vehicle and for anyone driving a personal vehicle for College related business and/or transporting students. Any job offer made to an employee-candidate for a position with driving duties shall be contingent upon an MVR meeting the required standards; continued employment in a position with driving duties also requires an MVR meeting the standards outlined below.

### **The standards for MVRs are as follows:**

1. Any person operating a vehicle owned, leased, or rented by Haverford College:
  - a. Must be insured.
  - b. Hold a current, valid U.S. driver's license or hold a current, international drivers license.
  - c. If license was issued outside of U.S.A., the following must be true and/or completed:
    - License must be valid.
    - a driver must have 2 years experience driving in an environment similar to US roadways.
    - Employee/student provides information on prior accidents or violations.
    - Complete online driver training: <https://driversed.com/pennsylvania/>
    - Choose Pennsylvania Adult Driver's Ed
  - d. Probationary, court-restricted, and "junior" or provisional driver's licenses will not be accepted.
2. No driver will be authorized with "borderline" or "poor" MVR results. MVRs will be graded based on the table below, as minimum requirements.
3. Driving records must remain "acceptable" or "clear," as graded on the table below, for continued privilege of driving institutional vehicles.
4. Any exceptions to these guidelines must be referred to the Director, Conferences/Events & Campus Center Services for written approval. The auto insurance carrier will be consulted on any/all MVRs not meeting the minimum criteria.
5. Include guidelines on record retention for MVRs.-

**Motor Vehicle Grading Criteria**

Minor Moving Violations	Number of Accidents (Past 3 Years for minor violations /5 years for major)			
	0	1	2	3+
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor/ Limited Use	Poor	Poor
4+	Poor/ Limited Use	Poor/ Limited Use	Poor	Poor
Any Major Violations	Poor/ Limited Use	Poor/ Limited Use	Poor	Poor

Major Violations generally include:

- Leaving the scene of an accident
- Driving under the influence of drugs or alcohol
- Excessive speed (>20 mph over limit)
- Reckless, negligent or careless driving
- Felony, homicide or manslaughter involving the use of a motor vehicle
- License suspension or revocation resulting from accidents or moving violations

Minor violations generally include:

- Speeding <20 mph
- Failure to obey sign

- Failure to yield
- Illegal turn

#### Limited Use

- Only approved for operating vehicles which do not exceed 15mph (golf carts).
- Vehicle must be used for work related purposes and on-campus only.
- Not permitted to operate trucks, vans, buses, or other College vehicles.

## **HAVERFORD COLLEGE**

### **Campus Safety**

#### **STANDARD ON THE SAFE OPERATION OF MOTORIZED UTILITY EQUIPMENT SAFETY**

##### **Policy Statement**

This policy is written to ensure the safety of Haverford College employees, students, and visitors by establishing the procedures for the safe operation of motorized utility equipment.

##### 1. Scope

To include but not limited to employees and students who operate motorized utility equipment.

##### 2. General Requirements

- Each Department shall develop a list of authorized personnel who may operate motorized utility equipment on campus, including lawn tractors, and other off-highway grounds equipment. A copy of the authorization list will be maintained in Conferences/Events and Campus Center Services.
- Persons authorized to operate motorized utility vehicles should possess a standard state driver's license.
- Operators should check all mechanical operating parts before driving, including brakes, lights, and horn if equipped. Serious defects found in equipment during the operator's check of equipment should be reported to the Grounds Department Equipment Mechanic and the vehicle should not be operated.
- Do not overload vehicles.
- Keep hands and feet inside the vehicle while in motion.
- Speed should be reduced on uneven surfaces, rough roads, steep inclines, and on pedestrian paths especially near blind corners.
- Vehicles taking turns or backing up shall be operated at slow speeds to avoid rollover or passenger ejection.
- Anticipate the behavior of other drivers or pedestrians and avoid situations that require quick or erratic turns.
- Vehicles shall be brought to a complete stop before changing directions.

3. Vehicle Safety and Maintenance Inspection
  - a. All motorized utility equipment shall be inspected at least annually by the Grounds Department Equipment Mechanic to ensure the safe operation of the vehicle.
  - b. The annual inspection shall follow the manufacturer's recommendations for inspection and maintenance.
  - c. A record of each inspection shall be maintained by the Grounds Department Equipment Mechanic.

#### 4. Vehicle Operator Training

- a. Training will be provided to personnel authorized to operate the equipment.
- b. The Safety Coordinator or designee conducting training will prepare a training record to certify that personnel training has been accomplished.
- c. Reason to believe there are inadequacies in the operator's knowledge and skill in operating the vehicle.
- d. Operator training will include the following topics:
  1. Equipment operating controls and safety devices
  2. Traveling
  3. Loading and unloading of equipment
  4. Parking the Vehicle
  5. Refueling
  6. Restricted use of equipment

### **XI. Additional Provisions Re: Golf Carts**

#### **1. Driver Qualifications**

- As detailed above, any person operating a College-owned or rented golf cart must follow all the requirements of the College's Fleet Policy.

#### **Additional Instructions re: Golf Cart Operations**

- All drivers are expected to practice defensive driving and to avoid activities that have the potential to divert attention from safe driving.
- **All drivers are to announce that the Cart is getting ready to move, after ensuring all passengers are secured and seated.**
- Golf carts may not be operated by anyone under the influence of illegal drugs or alcohol. Drivers are subject to disciplinary action up to and including termination for their conduct and actions while alcohol or drug impaired. Drivers may not take prescription drugs or "over the counter drugs" that may cause drowsiness 24 hours before operating a College vehicle.
- Golf carts may not exceed the recommended load capacity of the vehicle for either the number of passengers or cargo weight.
- Alcoholic beverages, opened or unopened, may not be transported in golf carts.
- Golf carts may not be started until all occupants are seated.

- Golf carts must slow down at intersections.
- Golf carts must be secured when unoccupied and must have contents reasonably safeguarded.
- Golf cart drivers are responsible for ignition keys for the period of time in which they are using the golf cart. Keys must be removed when the golf cart is not in use or unattended. Do not leave keys in the golf cart.
- When the golf cart is not in use for a long period of time, it must be secured in the appropriate location. Operators should check with supervisors or staff to learn appropriate locations.

## **2. Golf Cart Safety**

1. Obey all traffic regulations.
2. Golf carts must remain on campus at all times.
3. Keep arms and legs inside the golf cart while the vehicle is moving.
4. Always check surroundings before starting the golf cart.
5. Golf carts must always yield to pedestrian traffic, as pedestrians have the right-of-way at all times.
6. Drivers must operate golf carts at safe speeds (speed limit on campus is 13mph).
7. Golf cart drivers may not make quick stops or turns.
8. Golf carts may not block or restrict pedestrian traffic when parked on a sidewalk, or restrict access in or out of buildings when parked.
9. Golf carts may not be operated if the foot brake, parking brakes, or other critical components are inoperable or defective.
10. Drivers or passengers may not stand in the golf carts or act in any manner that would be considered horseplay.
11. Golf carts should not be operated during thunderstorms or severe weather, as they provide no protection from lightning.

## **3. Golf Cart Maintenance**

1. Inspect golf cart daily before use:
  - Check tires for proper inflation, cuts, or punctures.
  - Check that steering is normal.
  - Check that forward and reverse gears are operational.
  - Check brakes for proper operation.
  - Check for any indication of battery fluid leaks, such as wet spots under the golf cart.
2. Golf carts must be taken out of service if it is in need of any repairs
3. Report any damage or maintenance needs to a supervisor immediately. The supervisor is responsible for arranging repairs by the Ground Department Mechanic. Routine maintenance schedules should be followed per the manufacturer's instructions.
4. Equipment Operating Controls and Safety Devices
  - Attachments illustrating the controls for the Club Car Carts
  - Steering Wheel
  - Key Switch

- Brake Pedal and Parking Brake
- Accelerator
- Choke
- Forward / Reverse Lever with reverse indicator.
- Fuel Fill
- Operating Instructions and Safety Warning Labels

#### **4. Traveling**

- Driver shall be familiar with the operating instructions and controls.
- Make sure the front wheels are pointed in the desired direction.
- Select direction by placing the Forward / Reverse lever in the desired direction
- Slowly depress the accelerator

Do not transport more than two persons per seating unit on the vehicle. Golf carts equipped with cargo / dump areas shall not be used to transport people.

- Operate the vehicle from the driver's seat only.
- Occupants of the vehicle shall remain seated at all times and shall hold on to seat handles or handrails at all times to prevent falls.
- **All drivers are to announce that the Cart is getting ready to move, after ensuring all passengers are secured and seated.**
- Keep all body parts inside the vehicle to prevent injury.
- Drive slowly in turns and drive straight up and down slopes to prevent overturning the vehicle.
- Avoid sudden stops, turns, or changes in direction to avoid injury to unsuspecting passengers or damage to the vehicle.
- To avoid losing control of the vehicle, reduce speed for adverse driving conditions such as wet grass or rough terrain.
- Do not exceed the governed speed of the vehicle (13 M.P.H.)
- To avoid being struck do not stand in front of or behind the vehicle.
- Do not operate the vehicle under the influence of drugs or alcohol.
- To stop, release the accelerator and depress the brake pedal.
- Avoid driving through puddles of water to insure the brakes do not become wet.
- Vehicles shall reduce speed in walking paths and blind corners.
- These vehicles will not be operated in thunderstorms or as a source of shelter during thunderstorms.

#### **5. Loading and Unloading Equipment**

- a. The vehicle should never be overloaded with equipment or personnel.
- b. Materials carried on the vehicles shall be secured to prevent injury to passengers in the event of a sudden stop or mishap.

#### **6. Parking**

- a. After stopping the vehicle turn the front wheels into the curb, firmly depress the brake pedal until it locks. Depress the upper left side of the brake pedal to apply the parking brake.



- b. Turn the key switch to off and place the shift lever into the neutral position. Remove the key.

## **7. Refueling**

- a. Never refuel the vehicle in an enclosed area.
- b. Never refuel the vehicle with the engine hot or running.
- c. To avoid any possibility of fire, clean up any spilled gasoline before operating the vehicle.
  - Smoking is not permitted
- d. To refuel the vehicle follow the instructions listed below:
  - Turn the key to the off position and remove key from the ignition
  - Locate the fuel fill.
  - Remove the gas cap and fill the tank with gas. Do not overfill the tank.
  - The fuel nozzle must be monitored at all times.
  - Replace the gas cap, being sure the cap is tight.

## **8. Restricted Use of Equipment**

- a. Vehicle shall be operated by authorized and properly trained individuals.
- b. Do not operate vehicles in thunderstorms. This type of vehicle provides no protection from lightning.
- c. Do not operate vehicles in enclosed areas or areas of poor ventilation.

## **9. Maintenance and Repair**

- a. Vehicles needing repair or found to be unsafe to operate will be placed out of service.
- b. Repairs will be made by the Grounds Department Equipment Mechanic only.

## **XII. Use of rental vans in conjunction with air travel**

1. Air travel by Haverford College Athletic teams will be by commercial airlines. The use of other types of smaller commercial or charter aircraft must receive prior approval from the Director of Athletics and the Senior Vice President of Administration and Finance. Travel by private single engine plane is prohibited.
2. Should teams need to travel from hotel/airport locations to event locations, the travel distance by van may be increased to a 150 mile driving radius with permission of the Director of Athletics. Distances exceeding a 150 mile driving radius will require the use of a chartered bus. Rental vans must be obtained from a nationally known rental company. The vans may not exceed 12 passengers and must comply with the other requirements of this Policy.