MEMORANDUM

To: Uptown Deans, Directors and Department Heads
From: Anthony P. Lorino
       Senior Vice President for Operations
       and Chief Financial Officer
Date: October 23, 2007
Re: Golf Cart Policy

In the period following Hurricane Katrina, a number of departments replaced their golf carts and similar vehicles. However, many of the replacement vehicles were not registered in accordance with university policy. In addition, adherence to the policy as to use and operation of such vehicles has been lax.

Accordingly, I am attaching a copy of the revised policy, the form to be used when acquiring such a vehicle, and a campus map that identifies the required cart paths and cart parking locations. Exceptions to use of the designated cart paths and parking locations will only be allowed for vehicles servicing an area of campus not adjoining a cart path or parking location. A condensed version of the policy and the map will be required to be maintained in all such vehicles at all times.

Please note that there are fines, and possible forfeiture of cart privileges for non-compliance with the policy. All carts will be required to be registered by January 2, 2008, and citations will be issued for any violations after January 2, 2008.

Enclosures
TULANE UNIVERSITY GOLF CART POLICY
(Rev. 10-2007)

AUTHORITY: This Policy Memo has been approved by the President’s Cabinet.

APPLICABILITY: This Policy applies to any use of golf carts and other 3 or 4-wheeled cart-type vehicles by Tulane University employees, students and University Approved Contractors on the Tulane University Uptown Campus. Any use other than for Official University Business is expressly prohibited.

SUMMARY: This Memo outlines the policy on operation of University golf carts and golf cart-type vehicles.

1. PURPOSE AND DEFINITION
   a. Purpose - This policy provides guidance regarding the acquisition and valid business use of golf cart-type vehicles on the Tulane University Uptown campus. It establishes a method for the University to track the registration of golf cart-type vehicles, limits the valid business use, and addresses the associated risk management issues.
   b. Definition of Golf Cart - This policy covers golf carts and other 3 or 4-wheeled cart-type vehicles that are powered by electric or internal combustion engines. This policy does not apply to tractors or other heavy machinery.

2. AUTHORIZED USE
   a. Policy - The acquisition and use of golf cart-type vehicles at Tulane University is limited to Tulane departments upon demonstration of valid business use. Exception - use of golf cart-type vehicles by University Approved Contractors sponsored by a department may be approved if there is a Valid Business Use and the contractor agrees to follow the Tulane Golf Cart policy regarding safety, routing, marking and audible warning devices for the carts or be prohibited from using carts on campus.
   b. Valid Business Use - Valid business use is defined as “Transporting personnel/equipment/supplies for the University as well as transporting employees/students with temporary or permanent disability needs. Use of golf cart-type vehicles for personal convenience, other than for disability related need is strictly prohibited.
c. **Employee/Student Operators** – Individuals registering a vehicle in accordance with this policy are responsible for assuring that operators possess a valid driver's license and sign for receipt of a copy of this policy (Documentation will be maintained in each department or the sponsoring department for Approved Contractors).

d. **Prohibited Operators** – Golf cart-type vehicles are not to be operated for any reason by dependents of authorized operators, any persons not affiliated with the University (other than Approved Contractors under 2.a above), or anyone not possessing a valid driver’s license.

### 3. APPROVED AND PROHIBITED AREAS

a. **Approved Areas on Campus** - Golf cart-type vehicles are restricted to designated routes and Parking places on the Tulane University Uptown Campus. See the attached University map for authorized routes and parking places. A copy of the map must be carried in the vehicle at all times.

b. **Parking** – Parking is only allowed on gravel or hard, paved surfaces (e.g. asphalt, concrete, brick) in those golf carts parking areas designated on the map.

The following are prohibited and will be cited:

- Parking on soft surfaces such as landscaping, unpaved surfaces, and natural covered areas to include areas covered by mulch, pine bark or straw.
- Blocking entrances to buildings, stairways, handicap ramps, or main thoroughfares.
- No vehicle shall be parked on sidewalks so as to block or restrict pedestrian traffic.

### 4. ACQUISITION

a. Procurement of golf cart-type vehicles shall meet the following requirements:

- Application must be submitted to and approved by Risk Management and and Senior Vice President for Operations and CFO prior to the purchase of the vehicle. Once reviewed, the application will be returned to the requesting department with all appropriate signatures indicating approval or denial. Applications are available from Tulane Risk Management 865-5653 (x5653).
- Golf cart-type vehicles must be acquired though the Purchasing department. Any purchase request must have the signed approval from Risk Management and the Senior Vice President for Operations and CFO attached. Purchasing will not place any orders without the approval documents.
- Applications for Contractor owned golf carts or similar vehicles must be reviewed and approved by Risk Management and Senior Vice President for Operations and CFO.
b. **Specifications** – Whenever feasible, the University recommends the purchase of electric-powered vehicles instead of internal combustion engine vehicles.

   **All golf cart type vehicles must be equipped with an audible warning device that will sound whenever the cart is placed in motion and a flasher.**

c. **Registration** - All golf cart-type vehicles must be delivered to Tulane Facilities Services for registration with the following information:

   - Name of School/Department/Operating Unit or Contractor
   - Responsible Person
   - Make and type of vehicle
   - Serial number of vehicle
   - Business purpose

d. **Identification** – All vehicles will display a number issued by Facilities Services used to track the vehicles that identifies the department or Contractor owning the cart. The number will be 8 inches high and displayed on all four sides of the cart. All vehicle markings will be applied by Facilities Services. Any vehicle without proper markings and identification will be cited and/or impounded. All University-owned golf cart-type vehicles must have an official University logo bearing the department’s name clearly visible on the vehicle. All Contractor-owned golf cart-type vehicles must have the Company’s name clearly visible on the vehicle.

5. **SAFETY**

   a. **General** – Vehicles shall not be operated in a manner that may endanger passengers, other individuals or damage Tulane University property. All vehicles must travel in the direction of the flow of traffic and must obey all campus traffic regulations and signs. Warning devices must be on when the cart is in motion. **Pedestrians have the right of way on all campus sidewalks at all times.**

   b. **Speed Limits** – Operators shall not exceed speed limits posted for motorized vehicles on roadways. Operators must reduce speed on walkways and in pedestrian areas. **Maximum speed on sidewalks shall not exceed the speed of pedestrian traffic present.**

   c. **Passenger Limit and Load Capacity** – Occupancy shall not exceed the passenger limit and load capacity designated by the vehicle’s manufacturer. Under no circumstances is anyone to ride standing in or on the back of a golf cart-type
vehicle. Carts may not be modified without the approval of Facilities Services. Any modifications to carts must be performed by Facilities Services.

d. **Passenger Safety** — Passengers must keep their heads, legs and arms within the cab of the vehicle.

e. **Enforcement** — Tulane Public Safety will enforce this policy for the appropriate and safe operation and parking of all golf cart-type vehicles and will issue citations as indicated. Copies of citations for violations will be sent to the Department Head, Risk Management and Senior Vice President for Operations and CFO.

f. Departments will be automatically charged for violations. Any department receiving 2 citations for violations, within a one year period, will permanently forfeit the privilege of owning and operating a golf cart-type vehicle.

6. **Vehicle Maintenance**

The Department Responsible Person shall ensure that vehicles are routinely inspected and maintained as recommended by the manufacturer to ensure that they remain in proper working order, but in no case less than annually. All maintenance of golf cart-type vehicles will be performed by and the maintenance records maintained by Tulane Facilities Services.

7. **Accident Reporting**

All accidents and injuries must be reported immediately to Tulane Public Safety and Risk Management.

8. **Assessment for Damage**

Each department owning a golf cart-type vehicle will be assessed an annual fee of $400.00 per vehicle. These fees will be placed in a fund to be used to defray the costs associated with grounds maintenance and repair due to the damage caused by these carts. Additionally, each department will be held liable for the first $500.00 of any property damage resulting from negligent operation of their department’s vehicle.