

## **Golf Cart/Special Purpose Vehicle Operating Policy**

28 Nov 2012

The language used in this document does not create an employment contract between the employee and the agency. This document does not create any contractual rights or entitlements. The agency reserves the right to revise the content of this document, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph create any contract of employment.

### **Purpose**

Special purpose vehicles (such as low speed, utility, all-terrain and electric standup vehicles and golf carts) driven on the grounds of and between facilities owned and operated by the South Carolina Department of Administration are subject to hazards from other vehicles, pedestrians, bicyclists and motorized wheel chairs. The purpose of this policy is to establish safe use and driving procedures for employees of the Department of Administration and other agencies such as the Bureau of Protective Services (BPS) and for contracted and other personnel who operate special purpose vehicles on Department of Administration property. These procedures also promote a safe environment for pedestrians, cyclists and patrons in wheel chairs transiting Department of Administration property.

### **Scope**

In order to operate state-owned or leased special purpose vehicles on official business, employees must be knowledgeable of and comply with this policy, the [Driver Safety Policy \(AUG 2012\)](#) which this policy supplements, and state and local laws. All special purpose vehicle operators are to be trained and certified in accordance with this policy. This policy is applicable to all divisions and offices of the Department of Administration and other agencies that currently own and operate special purpose vehicles on Department of Administration property which include but is not limited to:

- General Services Division:
  - Facilities Management
    - Building Maintenance
    - Horticulture
    - Parking
  - State Fleet Management, Vehicle Reception
  - Surplus Property
- Bureau of Protective Services
- Sergeant-At-Arms, Senate and House of Representatives
- Contractors

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### **Definitions**

All-Terrain vehicles (ATV) - As defined in the SC code of law 50-26-20 an ATV is a motorized vehicle designed primarily for off-road travel on low-pressure tires which has three or more wheels and handle bars for steering, but does not include lawn tractors, battery-powered children's toys, or a vehicle that is required to be licensed or titled for highway use. The term "ATV" includes Type I-single passenger all-terrain vehicles and Type II-tandem passenger all-terrain vehicles.

Electric Personal Assistive Mobility Devices – two-wheeled self-balancing (such as the Segway) or three-wheeled (T3 Patroller) electric standup vehicles designed to transport one person at a maximum speed of 12.5 miles per hour. Persons riding such vehicles are considered as pedestrians in South Carolina.



Segway Patrol



T3 Patroller

Golf cars/carts - a small battery-powered, three- or four-wheel vehicle, typically with a top speed of 15 miles per hour (mph), used for transporting one or two persons and equipment primarily used on golf courses but also used, for purposes of this policy, for official business such as but not limited to grounds maintenance, building maintenance, security and parking patrol.



FM Parking Team Golf Cart



FM Building Maintenance Utility Golf Cart

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Low-speed vehicles (LSV) - As defined in the SC code of law 56-2-100, a low speed vehicle is a four-wheeled motor vehicle whose speed attainable in one mile is more than 20 miles per hour (mph) and not more than 25 mph on a level surface, and has a vehicle gross weight of less than 2,500 pounds. Low speed vehicles must meet the requirements of the Federal Motor Vehicle Safety Standard (Part 49 Section 571.500 of the Code of Federal Regulations (CFR)) at all times when operated on any highway. A low speed vehicle may be operated on secondary roads having speed limits of 35 mph or less and must comply with all SC insurance laws. 49 CFR 571.500 requires low-speed vehicles manufactured after 1999 to be equipped with headlamps, stop lamps, turn signal lamps, tail lamps, reflex reflectors (one red on each side as far to the rear as practicable, and one red on the rear), parking brakes, driver side view mirror and an interior rearview mirror or passenger side view mirror, windshields, seat belts for each seating position, and vehicle identification numbers.



FM Horticulture – ATV/Gator



BPS Electric Patrol LSV

Motor vehicles - As defined in the SC code of law 56-5-120 every device in, upon or by which any person or property is or may be transported or drawn upon a highway, except devices moved by human power or used exclusively upon stationary rails or tracks, is a "vehicle," and (56-5-130) every vehicle which is self-propelled, except mopeds, and every vehicle which is propelled by electric power obtained from overhead trolley wires, but not operated upon rails, is a "motor vehicle". Passenger cars and any vehicle capable of 25 mph or greater must meet federal motor vehicle safety standards for that classification of vehicle and in South Carolina must be registered and licensed.

Pedestrian – any person who is not an occupant of a motor vehicle; includes Pedestrian conveyance (wheel chair, skateboard, motorized skateboard, skates, roller blades, Segway, etc.)

Road - a traffic way designed, improved, and ordinarily used for motor vehicle travel; includes any shoulder along the roadway but excludes bridle paths and bicycle paths.

Utility vehicles - lawn tractors, self-propelled platforms or scissors lifts, or other such machinery.

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Lawn Tractor



Self-Propelled Platform Lift



Scissor Lift

### **References**

- Federal Motor Vehicle Safety Standard 49 CFR 571.500 - [Standard No. 500; Low-speed vehicles.](http://www.nhtsa.dot.gov/cars/rules/rulings/lsv/lsv.html) (<http://www.nhtsa.dot.gov/cars/rules/rulings/lsv/lsv.html>)
- SC law Title 56 – Motor Vehicles, Chapter 5 Uniform Act Regulating Traffic on Highways <http://www.scstatehouse.gov/code/t56c005.php>
- SC law Title 56, Chapter 2 - Specialized Vehicles, Article 1 – Low Speed Vehicles <http://www.scstatehouse.gov/code/t56c002.php>
  - Amended by adding Section 56-2-105 Golf cart permit and the operation of a golf cart [http://www.scstatehouse.gov/sess119\\_2011-2012/bills/3259.htm](http://www.scstatehouse.gov/sess119_2011-2012/bills/3259.htm)
- SC law Title 50, Chapter 26 – All Terrain Vehicle Safety Act (Chandler’s Law) <http://www.scstatehouse.gov/code/t50c026.php>

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### **Procedures**

#### 1. Special Purpose Vehicles:

- A. Whenever feasible, golf carts and low speed and all terrain/utility vehicles with at least four wheels are recommended for purchase versus similar vehicles with only three-wheels due to their instability.
- B. If not assigned to a specific employee, the use of a sign out log is recommended to indicate who has used the special purpose vehicle for the date and time span indicated.
- C. Do not exceed the load capacity designated by the vehicle manufacturer. The special purpose vehicle will not be operated with more passengers than it is designed to carry. The operator and all passengers must sit in approved seating and use seat belts if available and installed (as required by law). No one is allowed to ride in the utility bed (Exception: transporting an injured person who is unable to sit in provided seating).
- D. Special purpose vehicle operators and passengers must keep their heads, legs and arms within the cab of the vehicle while in motion.
- E. Special purpose vehicle operators are not permitted to text or use cell phones or other electronic devices, or wear devices that impede hearing, i.e., MP3 players or radios with headsets, earplugs, etc., while driving.
- F. Unless required for grounds or facilities maintenance, special purpose vehicles should be driven on improved surfaces such as drives and walkways (sidewalks) between buildings belonging to the Department of Administration. Driving special purpose vehicles on city sidewalks (located parallel and adjacent to a street between the curb and the property line) should be avoided except to cross to get from one Department of Administration facility to another. All special purpose vehicles, when required to operate on streets even for short distances to cross, must travel in the direction of the flow of traffic and must obey all traffic regulations and signs.
- G. Special purpose vehicles are typically only to be driven during daylight hours (30 minutes after sunrise to 30 minutes prior to sunset) unless operated within a well lighted parking facility or the special purpose vehicle is equipped with operational headlights and turn signal lights. Hand signals are appropriate for stopping and turning especially for special purpose vehicles without brake lights or lighted turn signals. An amber or yellow flashing strobe light is recommended to be installed on the highest point of the vehicle, especially Parking patrol vehicles, and turned on and operating at all times when the vehicle is in motion.
- H. Maximum speed:
  - a. Do not exceed:
    - i. Posted speed limit.

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- ii. 15 mph when operated “off road.”
    - iii. Manufacturer’s recommended maximum speed
    - iv. The speed of any pedestrian traffic present
  - b. Particular care shall be taken while driving through parking lots to observe pedestrians, traffic and vehicles pulling into/out of parking spaces. Special purpose vehicles should be operated at speeds of less than 10 mph in parking lots/facilities.
  - c. Persons operating an electric standup vehicle are recommended to wear a safety helmet.
  - d. Depends on terrain, weather, and number of passengers and/or amount of weight of materials, equipment or supplies being carried. Example: Special purpose vehicles tend to pick up speed when going downhill, especially when loaded with people and/or equipment. Use caution when driving downhill by reducing speed and avoiding sharp turns.
  - e. Stop at all blind intersections and sound horn before cautiously proceeding, i.e., prior to rounding corners of buildings, to warn unexpected pedestrians and cyclists.
- I. Special purpose vehicle operators must always yield right of way to pedestrians, cyclists and other slower traffic. When operating on a walkway/sidewalk:
  - a. The special purpose vehicle operator should stay well clear, i.e., maintain a distance of ten (10) feet when attempting to pass a pedestrian.
  - b. When approaching on-coming pedestrians/cyclists, pull off of the walkway if possible, stop, then return to the walkway to proceed after the pedestrian/cyclist has passed and the way is clear.
  - c. The only exception is for the Bureau of Protective Services in pursuit.
- J. Secure and properly store all equipment and supplies to prevent objects from falling out or striking people.
- K. **Parking**: Special purpose vehicles are to be parked in designated areas, i.e., on paved asphalt, concrete, brick or packed gravel. If a special purpose vehicle is delivering equipment or materials to a building that does not have a parking space near the building entrance, the vehicle may be temporarily parked for not more than ten (10) minutes in front of the building. Special purpose vehicles will not be parked:
  - a. On sidewalks
  - b. In Fire Lanes
  - c. In metered parking spaces
  - d. In handicap parking or any location that would impede handicap accessibility, i.e., handicap ramps
  - e. In reserved parking

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- f. At the main entrance/exit doors/stairs of any building in any manner that would impede the normal flow of pedestrian traffic or for emergency building evacuation
    - L. Any time a special purpose vehicle is unattended, the ignition will be turned off, the parking brake set, and the key will be removed and kept in the operator's possession.
2. Low Speed Vehicles (LSV):
  - A. The LSV driver must have a valid driver's license and proof of insurance and registration in the vehicle during all times of operation upon a highway. The Division/Office Fleet Vehicle Coordinator is to ensure each is registered which can be accomplished at any SCDMV branch office by completing Form TI-007, Application for Low Speed Vehicle - <http://www.scdmvonline.com/DMVNew/forms/TI-007.pdf> .
  - B. Any LSV manufactured after 1999 for use on public roads must meet the National Highway Safety and Traffic Administration Standard 500 (49CFR Part 571.500).
3. Golf Carts Operated Upon Roadways (excludes crossing roadways, i.e., at intersections or crosswalks):

NOTE: Currently no Department of Administration golf cart/ATV/utility vehicle is required to operate upon a roadway. South Carolina does not require titles or registrations for any vehicle that does not use the highways or byways. Should a Department of Administration golf cart be required to operate upon a roadway then the following applies:

  - A. Employees must be authorized and trained/certified to operate a golf cart upon a roadway.
    - (1) Supervisors must designate in writing those employees authorized to operate golf carts and utility vehicles (see form at Attachment 1). The Special Purpose Vehicle Operator Authorization form must be forwarded to Department of Administration Safety and the Division/Office Fleet Vehicle Coordinator.
    - (2) Golf cart operators must have a valid South Carolina driver license with a satisfactory driving record as stipulated in the [Driver Safety Policy \(AUG 2012\)](#).
  - B. Golf carts are typically used for facilities maintenance, security and parking patrol, and transport of equipment, supplies and persons, especially those with disabilities. Use of golf carts or personal convenience or personal errands is strictly prohibited.
  - C. Each golf cart is to be identified with a team or Department of Administration logo and a sequential number, at least two (2) inches in height, on the front and back of the vehicle. The Division/Office Fleet Vehicle Coordinator is to

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provide an updated list of golf carts and utility vehicles to Department of Administration Safety concurrent with each Quarterly Agency State Vehicle Accident Summary Report.

### **D. SC DMV PERMIT and REGISTRATION**

([http://www.scdmvonline.com/DMVNew/default.aspx?n=golf\\_carts](http://www.scdmvonline.com/DMVNew/default.aspx?n=golf_carts)):

- (1) South Carolina allows limited golf cart operation on public roads and golf cart drivers are subject to the same major provisions of South Carolina's driving laws as any other motorist, i.e., golf cart operators must be licensed drivers and their cart must be registered with the South Carolina Department of Motor Vehicles (DMV). The registration/permit allows a licensed driver to operate a golf cart during daylight hours on a secondary highway (speed limit 35 mph or less) or street within two miles of residence or place of business. Exception: Restrictions on the use of a golf cart to certain streets, certain hours, and certain distances shall not apply to a golf cart used by a public safety agency in connection with the performance of its duties.
- (2) The Division/Office Fleet Vehicle Coordinator is to ensure each golf cart has a golf cart permit which can be obtained at any SCDMV branch office by completing an application. This registration is to be kept with the vehicle. Golf cart owners holding golf cart permits on or before October 1, 2012, will have until September 30, 2015, to obtain a replacement permit. Permit renewal is every 5 years.



SC DMV Permit Decal

- (3) The following is needed to obtain a golf cart permit:
  - i. Complete [Form GC-2, Golf Cart Permit Decal and Registration Application](#)
  - ii. Provide proof of insurance for the golf cart
  - iii. Provide the driver license number of any licensed driver who will operate the golf cart
  - iv. Submit a fee of \$5.00.

### **E. Golf carts and utility vehicles are to be equipped with the following safety equipment:**

- (1) Working horn.
- (2) Rear view mirror.

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- (3) Working parking brake.
- (4) Working audible back up alarm when placed into reverse.
- (5) “Slow Moving Vehicle” sign posted so it is clearly visible from the front and rear. The rear sign must have a reflective triangle, including attached trailers.



- (6) An amber or yellow flashing strobe light must be installed on the highest point of the vehicle to be observed from all directions. This warning light must be turned on and operating at all times when the vehicle is in motion.
- (7) Working head lights, tail and brake lights, and turn signals: In order to drive after dark (30 minutes prior to sunset to 30 minutes after sunrise), golf carts will be equipped with two working headlights and two working brake lights (on opposite left and right sides), and working left and right turn signals (front and rear). Reflective tape or reflective devices will be placed across the front and rear (bumpers) of the vehicle for easier visibility at night.

## **TRAINING**

1. The supervisor is to:
  - A. Designate each employee as a LSV and/or a golf cart (on the highway) operator by completing a Special Purpose Vehicle Operator Authorization form (Attachment 1) then send it to Department of Administration Safety.
  - B. Provide and review with the new special purpose vehicle operator a copy of this policy.
  - C. Familiarize the employee with the controls used to start, stop, park, accelerate, and backup the vehicle as well as other safety equipment if installed such as when and how to operate the horn, head/tail and emergency lights and turn signals.
2. Refresher training is at the option of the supervisor.
3. Remedial training may be required when the operator is observed operating in an unsafe manner, in violation of this policy, or after an accident while operating the vehicle.

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### **INSPECTION AND MAINTENANCE**

1. Each authorized operator is to inspect the vehicle each day prior to being driven for the first time. As applicable, check for:
  - A. Tire condition (cuts, punctures, tread wear) and inflation
  - B. Steering operation
  - C. Forward and Reverse gears (and backup alarm)
  - D. Brake operation
  - E. Battery and other fluid leaks
  - F. Normal, brake and strobe warning lights
  - G. Reflectors and warning signage
2. Battery charging will be at designated locations away from open flame or source of ignition.
  - A. Smoking is not allowed near the recharge station or when sitting idle or driving the golf cart/utility vehicle.
  - B. Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged). A quick charge station may be necessary to maintain battery power between routine charging. Chargers for low speed electric vehicles must be plugged directly into a ground fault interrupter receptacle. The use of extension cords is forbidden.
  - C. If available, order only sealed or gel batteries that do not have caps to allow the fluid to be checked. The fluid in a battery is acidic and will result in an injury if it comes in contact with the skin or eyes. Inspection of any battery that can have the fluid checked by removing the caps shall only be done by personnel that are familiar with proper procedure to check the fluid, and personal protective equipment such as eye/face protection and acid-resistant gloves must be worn.
  - D. Pour baking soda on all spilled battery acid before cleaning up the spill. Wash skin thoroughly with cold water if in contact with battery acid.
  - E. Disconnect all battery charger cords before using the golf cart.
  - F. The cart batteries should never be used to jump-start other vehicles, used to power other devices, or removed for any reason other than to perform maintenance or replacement by a person trained and authorized to perform such work. Never attempt to check or add fluid/electrolyte to a battery.
3. Vehicle Maintenance: The owning team is responsible for vehicle inspection items and coordinating with an authorized contractor for preventive and corrective maintenance.
  - a. Preventive vehicle maintenance should be in accordance with the vehicle manufacturer's guidelines or recommended at least every six (6) months. In certain cases, vehicles that operate in more extreme operating conditions such

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- as in temperature extremes, dusty operating environment, has frequent starting/stopping or hauls loads that are near the manufacturer's maximum rating may require more frequent preventative maintenance routines.
- b. The vehicle will be taken out of service for any damage or maintenance issues which prevent safe operation and not returned to service until corrected.
  - c. Any maintenance must be conducted by an authorized contracted service agent.
  - d. Vehicle maintenance records are to be kept either with the vehicle or may be kept in files maintained by the Division/Office Fleet Vehicle Coordinator and are subject for review by Department of Administration Safety.
  - e. Vehicles shall not be modified in any manner that affects the recommended mode of operation, speed or safety.
4. Any damage to a vehicle owned or leased by a Department of Administration team is to be reported to the Department of Administration Division/Office Fleet Vehicle Coordinator and Department of Administration Safety. Supervisors are responsible for determining responsibility for damage caused by vehicle abuse and any employee disciplinary action in accordance with Department of Administration personnel policy.

### **ACCIDENT REPORTING**

1. The vehicle operator is to immediately report accidents involving special purpose vehicles in accordance with the [Driver Safety Policy \(AUG 2012\)](#) to their supervisor, Division/Office Fleet Vehicle Coordinator, and Department of Administration Safety.
2. The Bureau of Protective Services is to be called when the special purpose vehicle causes damage to other vehicles or property.
3. Call 9-1-1 if any persons are deemed seriously injured and need transport by ambulance to an emergency room for care.
4. Teams are responsible for payments of premiums and deductibles for special purpose vehicles which they own and operate.
5. Each special purpose vehicle accident is subject to Department of Administration Vehicle Accident Board/Safety Office review and the vehicle operator is subject to driver counseling and/or remedial training from Department of Administration Safety. The vehicle operator is also subject to disciplinary action, such as loss of the privilege to drive a state special purpose vehicle, as determined by their supervisor in accordance with Department of Administration personnel policy.

#### Attachments:

1. Special Purpose Vehicle Operator Authorization (Form)
2. Special Purpose Vehicle Operator Certification

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### ATTACHMENT 1

#### **Special Purpose Vehicle Operator Authorization**

Employee Name (print): \_\_\_\_\_

Department: \_\_\_\_\_

Work Phone: \_\_\_\_\_

By signing below, I acknowledge that:

- My supervisor has designated that I am to drive a special purpose vehicle in order to accomplish my job requirements.
- I have been provided, read and understand the special purpose vehicle policy.
- My supervisor has instructed me on the proper use and operation of the special purpose vehicles for which I am designated to drive.
- I understand the hazards associated with driving a special purpose vehicle and agree to abide by this policy and safety guidelines.
- I was given the opportunity to ask questions which were satisfactorily answered by my supervisor and/or Department of Administration Safety.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Complete the following information *only if* the employee is required to operate (check applicable):

\_\_\_\_ Low Speed Vehicle      \_\_\_\_ Golf Cart upon a highway

I am providing the following information so a SC DMV driver license record check can be performed by the Department of Administration Safety Office.

- I have a valid SC driver license - Number: \_\_\_\_\_.
- Date of Birth \_\_\_\_\_
- Social Security Number \_\_\_\_\_

**CONFIDENTIAL** (When Completed) – **FOR Department of Administration USE ONLY**

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Return to Department of Administration Safety, 915 Main St., Room 212-B

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### ATTACHMENT 2

### **Special Purpose Vehicle Operator Certificate**

Department of Administration Safety will document the employee's training upon receipt of the Special Purpose Vehicle Operator Authorization form.

If the Department of Administration employee is required to operate a low speed vehicle or golf cart upon the highway, Department of Administration Safety will also conduct a SC DMV vehicle driver license records check-and if satisfactory provide the employee with a Special Purpose Vehicle Operator Certificate. Example:

 THE SOUTH CAROLINA DEPARTMENT of ADMINISTRATION	<b>This recognizes that</b>
<b>Safety</b>	<b>JOHN E. SMITH</b>
	<b>Is certified to operate a</b>
	<b>___ Low Speed Vehicle</b>
	<b>___ Golf Cart on Highway</b>
	<b>Date 9/27/2012 per H B L Safety</b>