

USF System   USF   USFSP   USFSM

**Number:** 6-018  
**Title:** Cart/Utility Vehicle Operation  
**Responsible Office:** Administrative Services

Date of Origin: 11-8-99

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**I. INTRODUCTION ( Purpose and Intent)**

This policy outlines requirements for the use of electric or gas-powered carts and/or similar utility type vehicles (carts) on all non-public roads of all locations within the University of South Florida System (USF System). The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safe environment for students, employees, and visitors.

**II. STATEMENT OF POLICY**

Students, employees, and contractors/vendors of the USF System are governed by this policy.

**A.** USF System carts are to be used by employees and students who are engaged in official USF System business. Transportation of students and guests is prohibited unless on official business. Personally-owned carts are prohibited from operating on property under the control of the USF System. However, special consideration will be given for ADA accommodations.

**B.** All operators of carts must meet the following criteria before operating a cart on property under the jurisdiction of the USF System:

1. Possess a valid Florida driver's license or other officially recognized driver's license.
2. Know and adhere to the state of Florida motor vehicle laws and all state, local, and municipal ordinances.

3. Successfully complete training on USF System policy on Cart/Utility Vehicle operation.
- C. Pedestrians have the right-of-way. Carts must yield to pedestrians on sidewalks. Speed is to be reduced to a minimum when driving along or crossing sidewalks so as to avoid accidents with pedestrians.
  - D. Cart users at all USF System locations are responsible for adhering to the minimum safety features and requirements regarding accident reporting, security, and maintenance that are delineated in USF System Cart/Utility Vehicle procedures available on COMPASS.
  - E. Departments must ensure that all persons operating carts have a valid driver's license, have attended training and operate carts in a manner that is safe and compliant with this policy and the USF System Cart/Utility Vehicle procedures.
  - F. Failure to follow this policy, USF System procedures on cart operation, or Florida motor vehicle laws and other state, local and municipal ordinances could result in citation, appropriate disciplinary action, and/or suspension of operator's cart driving privileges.

This policy does not apply to carts operating on the USF Golf Course, unless carts leave the confines of the course.

This USF System policy is the minimum requirement. Separately accredited institutions may have unique characteristics. The Regional Chancellor or designee of separately accredited institutions is responsible for establishing policy and implementing procedures for the use of cart/utility vehicles at their location consistent with this policy. Students, faculty and staff must check with their respective campus and apply System-wide policy in conjunction and consistent with the specific characteristics and guidelines applicable to their campus.

**\*Current Responsible Office: Administrative Services**

**\*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.**