

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-3011 Cart/Utility Vehicle Operation

This regulation provides guidelines for the use of electric or gas-powered carts and/or similar utility type vehicles at NCF. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty and staff.

- (1) All members of the NCF community are governed by this regulation (students, staff, faculty and contractors/vendors). All operators of carts must meet the following criteria before operating a cart on property under the jurisdiction of NCF:
 - (a) Possess a valid Florida driver's license.
 - (b) Know and adhere to the State of Florida motor vehicle laws.
 - (c) Successfully complete Cart Safety Training Program (operator's training will include a signing of a statement of understanding).
- (2) NCF employees who will be operating carts are required to obtain a Florida driver's license within thirty (30) days after commencement of such employment or notice that they will be operating a cart as part of their job duties. Full-time out-of-state students who have a valid driver's license from their state of residence are exempted from the requirement of obtaining a Florida driver's license for only that period of time allowed by Florida law.
- (3) The safe operation of carts is paramount. Failure to follow these regulations, render common practices or courtesies, or follow rules of the road for the State of Florida could result in citation, appropriate disciplinary action, and/or suspension of operator's cart driving privileges.
- (4) All new cart acquisitions must meet the minimum safety features found in National Highway Safety and Traffic Administration (NHSTA), Standard 500 (49 CFR Part 571.500), hereafter "Standard 500." As of the effective date of this regulation, the purchase of used, remanufactured, or transferred (from another NCF department or division) carts not meeting Standard 500 is prohibited. Carts belonging to and operated by contractors and other non-affiliated departments/companies, corporations, etc. must meet Standard 500.
- (5) Standard 500 carts must be maintained so that all original equipment safety features are kept in good working order.
- (6) Minimum Safety features for carts not Standard 500 (acquired by Department prior to effective date of this policy) are to include:
 - (a) Carts must be four-wheeled vehicles. No three-wheeled vehicles are allowed to be operated on campus.
 - (b) All original equipment safety features must be kept in good working order.
 - (c) All carts and trailers (pulled by carts) must have clearly displayed on the exterior of the cart and trailer the slow moving vehicle reflective triangle.

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- (7) The following outlines procedures for the safe operation of carts:
- (a) Supervisors must monitor and ensure that all persons operating carts have been instructed in the safe operation of carts and have attended the Cart Safety Training Program.
 - (b) The speed limit for carts off standard roadways is 15 mph.
 - (c) Carts meeting Standard 500 criteria may operate on NCF roadways, but must adhere to posted speed limits on NCF roadways. All other carts are prohibited from operating on the roadways of the campus except when crossing from one side of the street to another or utilizing a roadway where no sidewalk exists. In most cases, sidewalks are to be used while right-of-way is to be rendered to all pedestrians. Note: Operators are to use due caution in crosswalks. Carts using pedestrian crosswalks do not have the right-of-way.
 - (d) Modification or tampering with a cart's governor is prohibited and is a violation of Federal Law.
 - (e) The operator must report any accidents to the NCF Police Department and to the operator's supervisor. The NCF Police Department will forward cart accident information to the Vice President for Finance and Administration for processing.
 - (f) Cart operators are to use extreme caution at all times.
 - (g) Operators may not wear headsets while operating carts.
 - (h) With the exception of Bay Shore Road from Caples Drive to 58th Street, operators are prohibited from operating carts on roadways outside the boundaries of NCF.
 - (i) With the exception of garages, carports, port cocheres, workshops specifically designed to accommodate motor vehicles, operators are prohibited from operating carts inside, under, or through the confines of NCF buildings.
 - (j) Pedestrians have the right-of-way on campus. 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.
 - (k) Cart operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of carts.
 - (l) Carts are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the cart's recommended carrying or load capacity.
 - (m) The name and telephone number of the College department, and NCF identification number (provided by Physical Plant at the Department's expense) must be displayed prominently on NCF-owned carts. Contractors and other non-affiliated departments/companies, corporations, etc. must display company name and vehicle identification number (VIN) on their carts at the owner's expense.

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- (n) Cart operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in carts.
 - (o) Operators must park carts away from heavily traveled pedestrian areas or in designated cart parking areas.
 - (p) Cart operators are not to block the path nor limit pedestrian access on walkways.
 - (q) NCF-owned carts are to be used for NCF business only.
- (8) All cart operators must attend the Cart Safety Training Program prior to operating a cart.
- (9) NCF-owned carts are to be maintained in accordance with manufacturer and Physical Plant's recommended service schedule.
- (a) Repairs and regular maintenance are the responsibility of the department or the division owning the cart. Departments or divisions are financially responsible for all repair and maintenance costs (labor, parts, and supplies) for the carts. The Department or division is required to keep all preventative maintenance and repair records related to the cart; however, for those services provided by Vehicle Maintenance, Vehicle Maintenance will keep such records.
 - (b) Departments are responsible for keeping all original equipment and safety features in good working order.
- (10) With the exception of street-legal carts with valid license plates and registration used for commuting purposes, personally-owned carts are prohibited from operating on NCF property; however, special consideration will be given to community members needing ADA accommodations.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 04-27-02, as Policy 6-016; Revised and renumbered 09-11-10; Revised 03-11-17 (technical amendment)