

# Auburn University Golf Cart and Other Non-Conventional Vehicles Safety Training



Risk Management and Safety

1161 W. Samford Ave.

Bldg. 9

Auburn University, Alabama

334-844-4870



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- Non-conventional vehicle operation is contingent upon the successful completion and passing of this course.
- At the end of this training, you will be asked to complete an online quiz consisting of 10 questions.
- This quiz should only take 10-15 minutes to complete.
- Once completed, your results and email address will be recorded.



## Training Requirements



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- Establish proper safety procedures and practices when using NCVs on campus.
- Provide a safe environment for students, faculty, staff, alumni, and visitors at Auburn University.



## Purpose of Training



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Anyone wishing to operate an Auburn University NCV must:

- Possess a valid U.S. driver's license and be at least 18 years of age.
  - (Operators must immediately notify their supervisor if license is suspended or revoked.)
- Have knowledge of and comply with State of Alabama motor vehicle laws.
- Be authorized by their department
- Register their vehicle through AU Parking Services
- Successfully complete training through Risk Management and Safety.



Use Policy



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# Examples of Non-Conventional Vehicles (NCVs):



**Golf Cart (Golf Car)** - a vehicle used to convey a person or persons and equipment at an average speed of less than 15 mph on a horizontally level surface.



**Low-speed vehicle (LSV)** – a legal class of 4-wheel vehicles that have a maximum capable speed typically around 25 mph (40 km/h) and have a minimum capable speed (typically 20 mph or 32 km/h) that allows them to travel on public roads not accessible to all golf carts.



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## Examples of Non-Conventional Vehicles

# Examples of Non-Conventional Vehicles (NCVs):



**All-Terrain Vehicle (ATV)** – also known as a quad, quad bike, four-wheeler or quadricycle is a vehicle that travels on low-pressure tires, with a seat that is straddled by the operator, along with handlebars for steering control.



**Utility / Off Road Vehicle** – A small 2- to 6-person four-wheel drive off-road vehicle, also called UTV (utility and transportation vehicle), a ROV (recreational off-highway vehicle), or a MOHUV (multipurpose off-highway utility vehicle). Additional examples include Mules and Gators.



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## Examples of Non-Conventional Vehicles

- NCVs must be registered through AU Parking Services.
- NCVs should be marked with clearly visible registration decals.
- Each department is responsible for maintaining a list of persons authorized and trained to operate NCVs.

## Registration



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- Being focused and giving your full attention to driving
- NO texting or talking on your cell phone while behind the wheel!
- Make the safety of yourself and others your top priority.



**Being a safe driver means taking the responsibility seriously**

What does it mean to be a safe driver?



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- NCVs are very easy to roll over and can cause severe injury and death.
- NCVs are operated near pedestrians and can easily hurt someone who gets hit.
- Some NCVs are silent. Often people cannot hear NCVs approaching, especially students wearing earbuds.

# Importance of Safe Driving



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Some NCVs don't have brakes on all four wheels. Rear brakes can cause a NCVs to "fishtail," and the driver to lose control (especially on a hilly landscape.)



# Accidents



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- Employees should not operate NCVs registered to other departments unless consent has been granted by the department's supervisor.



- NCVs should not be modified in any way that will affect the recommended mode of operation, speed or safety.

- Never wear headphones, use cell phones, or any other device that may cause a distraction or hinder your ability to hear.



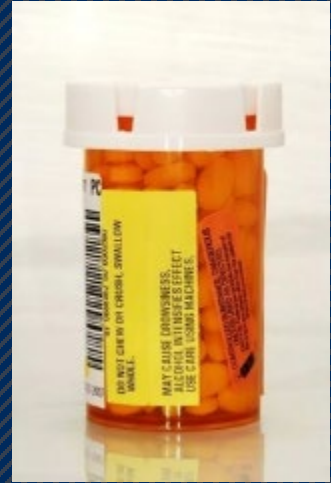
- Don't talk/text and drive! Even if the call concerns important, work or class related business – pull over first!



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# Restrictions

- NEVER operate any NCV under the influence of drugs or alcohol (almost 60% of all NCV accidents involve alcohol). This includes any prescription medication that makes you drowsy, dizzy or impaired in any way.
- Tell your supervisor if you don't feel you are capable of driving safely.



Smoking is not allowed in NCVs

Restrictions



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# Standard 500 requires NCVs to be equipped with certain features including, but not limited to:

- Headlights (2)
- Front/rear turn signals
- Rear stoplights/tail lamps
- Reflectors/reflective tape
  - Must have 360° visibility
- Mirrors
  - rear view driver side and passenger rear
  - **OR** interior rear
- Parking Brake
- Windshield
- Vehicle Identification Number
- Seat belts

49CFR Part 571.500 or “Standard 500”



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# Auburn University REQUIRES:

- A certification label indicates the Gross Vehicle Weight Rating (GVWR) does not exceed 3,000 lbs (1.361 kg.)

## Auburn University *May Recommend*:

- Safety equipment
- Flashing hazard lights
- Strobe/beacon light
- Doors
- Back up alarms
- Steering wheel locks

In Addition to 'Standard 500'



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# Non-Standard NCVs MUST have the following:

- No fewer than 4 wheels touching the ground always.
- All original equipment in good working order.
- Equipped with a “Slow Moving Vehicle” sign.
- Taillights and brake lights (2).
- Headlights if operated after dark, early in the morning, or when raining.
- Horn within reach of driver.
- Ignition/on-off key to prevent unauthorized use.
- Parking brake with enough strength to hold vehicle at least at 15° angle.
- Audible back up alarm.



**THE PURCHASE OF USED,  
REMANUFACTURED,  
OR NON-STANDARD 500 NCVS  
IS DISCOURAGED.**



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**NCVs Purchased Before “Standard 500”**



- A slow moving vehicle sign is required for currently owned NCVs that do not meet the “Standard 500” requirements.
- This reflective triangle must be clearly visible from the rear to other traffic.



## Slow Moving Vehicle Sign



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- NCVs should be taken to the Auto Shop at AU Facilities Division for checks and preventive maintenance at least once per year.

<http://www.auburn.edu/administration/facilities/>

- NCVs may need more frequent maintenance in extreme conditions (*temperature extremes, dusty/dirty areas, frequent starting, stopping or hauling large loads.*)
- Records of all recommended maintenance and repair should be maintained by the department.



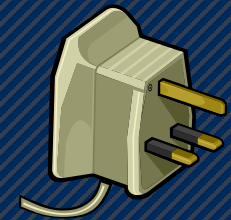
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# Preventative Maintenance

- Refer to owner's manual for correct procedures.
- Never use batteries to power other devices or to jump-start other NCVs.
- The use of extension cords is discouraged.
- Never attempt to check or add fluid to the battery!



- Chargers for NCVs should be plugged directly into a ground fault circuit interrupter receptacle.



- NCVs powered by rechargeable batteries must have dedicated charging stations with ground fault electrical outlets designed and rated for such use.



## Batteries and Charging

- Recharging outlets must be designed to be locked when not in use.
- Just as with NCVs, keys to the charging outlet should be controlled and only provided to persons authorized to operate NCVs.
- A “quick charge” station may be necessary to maintain battery power between routine charging. In these situations, the location and installation of the quick charge station shall be in accordance with recommendations of the manufacturer, and the location of the quick charge station must not limit access to buildings, sidewalk, walkway or exit route.



- If possible, order sealed or gel batteries that do not have caps that allow an individual to check fluid levels.
- The fluid in the battery is acidic and will result in injury if it contacts the skin or eyes.
- Any battery that can have the fluid checked by removing the cap should only be done by personnel who are familiar with the proper procedure and have the correct personal protective equipment (eyes/face shield, acid resistant gloves.)



## CHECK FOR PROPER OPERATION OF CRITICAL EQUIPMENT:

- Lighting – head, tail, and brake lights, turn signals

**YOU MUST HAVE WORKING HEADLIGHTS TO OPERATE VEHICLES AT NIGHT, EARLY IN THE MORNING AND WHEN IT IS RAINING.**

- Brakes/Parking Brake
- Reflector & Sign
- Steering
- Horn
- Tire Inflation



Prior to Use



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- Make sure you know how to: start/stop, park, accelerate, and back-up.



- If you have any concerns, park in a safe location and talk to your supervisor.

Prior to Use



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DO: Secure all equipment and supplies to prevent objects from falling out or striking people.



DO NOT: tow or pull any other equipment/trailers.



Loads and Occupants



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- Never exceed the maximum load capacity
  - This includes both people and objects.
- Overloading decreases your ability to maneuver and operate safely!
- Only one passenger PER SEAT.
- No riding on backs, front or sides.



# Loads and Occupants



- Warn passengers of bumps in the road or rough terrain that may cause you to bounce or swerve.

*Take note of hand holds – these can keep passengers from falling out on bumpy roads.*



Rear-facing seats have a higher risk for falls. **NCVs traveling as slow as 11 mph can easily throw a passenger out during a turn.**

# Loads and Occupants



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Obey ALL traffic regulations and observe all stop signs/traffic signals.



Abide by City of Auburn Police Department and University driving regulations.



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# Driver Requirements

- Keep hands, arms, legs, and feet within the confines of the NCV!
- Warn passengers of the same, and do not move until all occupants are in their seat.



**It is YOUR responsibility as the driver to ensure passengers cooperate with policies and safety requirements.**

**Don't let a friend's bad behavior cost you your driving privileges!!**

**Driving**



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- ALWAYS stop and look **left, right, then left again** before crossing at crosswalks.
- Never assume that a driver sees you or that they will stop!



- Pedestrians always have the right-of-way.
- This includes people who are:
  - Walking
  - Jogging
  - Inline skating
  - Skate Boarding
  - Bicycling
  - People in wheelchairs or mobility assisting devices.
- Avoid walkways less than 10 feet wide.



Maximum speed on walkways is NEVER faster than pedestrians walking through the area!

- Be extra careful driving through parking lots. NCVs should not exceed 10 miles per hour.
- Drive only as fast as your surroundings and environment allow.
  - Give yourself extra travel time and stopping distance when roads are wet or slick.
- Keep in mind the total weight of the NCV, passengers and other equipment, the terrain, pedestrian/traffic, and environmental weather factors as you drive. All of these factors will affect the safety of your trip!



- Avoid sudden stops or change of direction that may result in loss of control.



- Stop at all blind intersections and sound horn before proceeding.



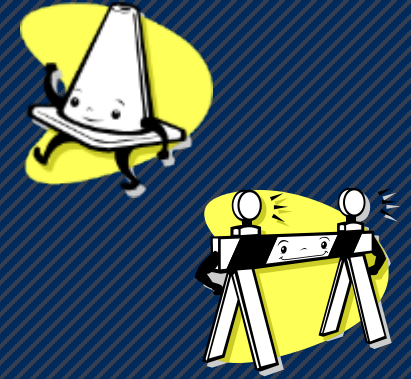


## WHEN DRIVING UP OR DOWN A HILL:

- Keep your speed low and avoid “slamming” your brakes or making sharp turns.
- Drive straight up and straight down hills to avoid tipping over.



- Using NCVs on public roads may be necessary to transport equipment, guests, and other items.
- Try to drive on closed streets or behind traffic barricades and cones.
- Decorations should be firmly attached and, in a manner, so they don't hinder the driver's vision.



**REMEMBER:**  
**Pedestrians ALWAYS have the  
right of way!**

Special Events

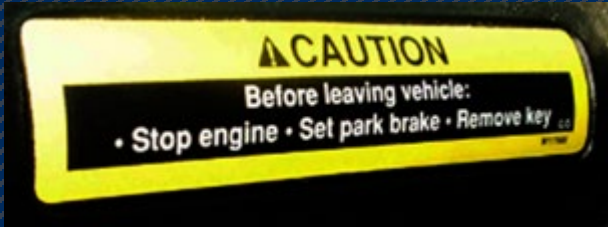


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- Never park within 20 feet of entrances/exits of buildings (except at loading docks or approved parking spots.)
- Do not block entrances, stairways, fire exits, fire hydrants, disability ramps or main thoroughfares.



- Be sure the parking brake is applied BEFORE exiting.



- REMOVE THE KEY and return to the proper contact person.
- Store the vehicle in a secure location and consider using a chain/padlock.

A joy ride could be very tempting to someone on campus.  
Don't let your NCV fall prey!



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After the Trip

- All accidents involving NCVs should be reported **immediately** to:
- The supervisor of the department
- Risk Management and Safety
  - Phone: 334-844-4870



- Any accidents involving another vehicle or pedestrians should be reported to the City of Auburn Police Department.



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# Reporting an Accident

# CLICK HERE

TO TAKE THE GOLF CART AND OTHER NON-CONVENTIONAL VEHICLES  
SAFETY QUIZ

- You will need to log-in with your AU Username/ID before beginning
- You will be asked 10 Questions and are expected to answer at least 8 correct
- The Quiz Should only Take 10-15 Minutes
- You may also scan the QR Code on the right and take the quiz on your smart device
- If you have additional questions, please email: [aurms@auburn.edu](mailto:aurms@auburn.edu)



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Quiz

Risk Management and Safety  
1161 W. Samford Ave. Bldg. 9  
Auburn University, Alabama

334-844-4870



Contact Information



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