

Pacific University Cart/Gator Policy

Revised March 22, 2021

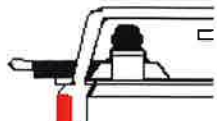
Authorized drivers

- **Carts/Gators are to be driven by authorized personnel only.** Cart/Gator operators must receive authorization and training as well as having their current license on file at the Facilities Management Office.
- Students, temporary employees, community service workers, Food Service staff, Chamber of Commerce and Rotary Club Members **may drive the cart/gator ONLY upon providing a copy of their current driver's license, receiving orientation training, and reading and signing the form below**, verifying that they understand and will comply with the Cart / Gator Policy.

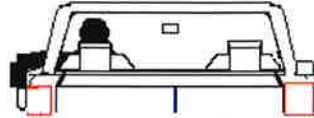
Rules of the road

- **Pedestrians have the right of way at all times.**
- Drivers must abide with the **no cell phone usage** while operating the cart/gator.
- A **5 MPH speed limit** exists on all university roads and walkways when within 20 feet of a pedestrian, blind corners or building entrances. Drivers should approach hills at a reduced speed and test brake before descending.
- **Driving the Golf Carts down the concrete ramps on Campus is prohibited.** This includes the Marsh Hall ramp, the ramp by Clark Hall, and the ramp on the east side of the Vandervelden Apartments.
- Cart/Gator operators must obey all motor vehicle rules when driving in University parking lots, fire lanes open to motor vehicle traffic, and city streets.
- **CARTS/GATORS ARE NOT ALLOWED IN THE GRASS OR PLANTING AREAS ON CAMPUS. They are to only be driven on cement/concreted surfaces.**
- **OUR AGREEMENT WITH THE CITY OF FOREST GROVE INCLUDES THE FOLLOWING ON HOW AND WHERE GOLF CARTS /GATORS CAN BE DRIVEN -**
 - ❖ Carts will not be driven down the streets.
 - ❖ We will cross streets only to get to the interior of campus (crossing locations are in red on the attached map).
 - ❖ Carts will not be driven on the perimeter sidewalks (Custodial does have an exception to go from the crossing behind Mac down to the ramp of Clark) No one else should drive down this sidewalk.
 - ❖ Carts will not be parked on City sidewalks or perimeter sidewalks (If you go to HR or Parr, park in our parking lot and walk over, if you need to take a lot of materials then use a truck).
 - ❖ Carts should not be parked in such a way on the interior walks that they block a building entry or passage on the sidewalk/path. Park to one side and one car deep not side by side carts.
 - ❖ There is an exception, off of the map, for the gators to drive to Chevron to get gas. (Take the most direct route and do not go anywhere else).
 - ❖ CPS is allowed to take the most direct route when they receive an emergency call.

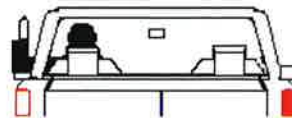
The use of driver hand signals is required on public roadways:



Left Turn



Slowing down or Stopping



Right Turn

Operation

- Only the driver and one front passenger are allowed in the 2 seat carts/gators. **Never allow anyone to ride on the back of the cart/gator, sitting or standing unless there is a back seat in the cart/gator.**
- **The Carts/Gators cannot be used for hauling bulky or heavy items.** The moving of desks, bookcases, and other large items needs to be arranged through the School Dude work order system at www.myschoolbuilding.com.
- When hauling smaller items, you must secure them in some manner to avoid accidental release from the cart/gator during an emergency stop or turn.
- **Do not leave keys in an unattended cart/gator.**
- **No Smoking in the carts/gators.**

Parking

- Carts/Gators should be parked (except during active loading/unloading) so that they do not limit building exits or obstruct pedestrian travel on campus.

Maintenance

- It is the responsibility of the Facilities Engineering Department to maintain all the carts/gators for safe operation. All unusual noise or mechanical problems must be communicated immediately to the Facilities Engineering Department.
- It is the responsibility of the drivers to remove unneeded tools, materials and debris from the carts/gators they use on a regular basis and to keep them in a clean and orderly condition.
- To avoid unnecessary damage to the cart/gator and risk to the operator, carts/gators with mechanical problems should be parked by the operator and retrieved by qualified repair personnel.

Damage / Incident

- Report any damage or incident involving the cart/gator to Campus Public Safety immediately. Facilities Management office, open 8AM – 5PM, Monday through Friday must also be notified.

Violation of policies

- Any violation of policies will be addressed by the Director of Facilities and the Motor Pool Coordinator resulting in a possible loss of driving privileges.

- ❖ **First Offense** = a verbal warning is given
- ❖ **Second Offense** = a written warning is given
- ❖ **Third Offense** = No longer allowed to drive the University Golf Carts / Gators

THIS PORTION MUST BE RETURNED TO THE FACILITIES MANAGEMENT OFFICE

I have received the Cart/Gator Policy for Pacific University. My signature verifies that I have reviewed and understand the policy and will observe all the rules pertaining to the operation of the carts/gators.

Print Name

Driver's License Number

Signature

____/____/____
Date

Verification of Cart / Gator Training.

To be completed by Authorized Facilities Staff

PRINT NAME

Signature

____/____/____
Date