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 current Driver’s License number, gaining approval for Insurance coverage, receiving orientation training, reading and signing below, verifying understanding and compliance with the 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.

- As per City of Forest Grove Ordinance, carts/gators are *not allowed on any public sidewalk* (i.e., *outside perimeter of campus*). This includes the sidewalk in front of the Aquatic Center on Sunset Drive.

- Travel routes should be selected based on the following order of this preference:
  a) University walkways, fire lanes and parking lots  
  b) Crossing of public roadways  
  c) Travel on public roadways (*limited to necessary and emergency travel only*)

- Carts/Gators shall not travel on any streets that are not on the perimeter of University property or not a direct path between properties owned by Pacific University.

- Drivers should limit travel across and on public roadways to those trips requiring the transport of tools, supplies or equipment. Carts/Gator should remain parked on the campus and only the driver should cross the street to deliver messages, supplies or to complete light repairs that require only one trip. When traveling on the public roadways is necessary, keep cart/gator as far to the right as possible to avoid or hinder vehicular traffic.
The use of driver hand signals is required on public roadways:

- **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](http://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 though 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.
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 ____________/