



Administrative Policies and Procedures

Office of the Executive Vice President for Administration

Policy Title	Use of Golf Carts
Approved	November 1998
Last Revised	September 2002

This policy applies to all operators of electric and gas powered golf carts (small size utility/convenience carts) on the Auraria Campus.

Institutional Directors and/or AHEC division directors are responsible for ensuring that each employee receives an orientation on the use of carts, this policy, and sign the "State Owned Vehicle/Cart Policy and Practices Review" form (Attachment A).

Requirements for all AHEC employees using golf carts are as follows:

1. All employees using carts must have a current, valid driver's license and must have it in his/her possession at all times during the operation of a cart.
2. Each employee must obtain required training and sign a "State Owned Service Vehicle/Cart Policy and Practices Review form (Attachment A), prior to any operation of a cart. A copy of this form must be sent to the appropriate campus Human Resource Department to file in the employee's personnel file.
3. All employees are responsible for understanding and complying with this policy.
4. All employees operating a cart must adhere to all applicable vehicle and traffic laws of the State of Colorado and the City and County of Denver.
5. Any instance of careless, negligent or impaired operation of a campus golf cart will be reviewed by the Institutional Director and/or AHEC Division Director. Employees determined to have been careless, negligent or impaired while operating a campus cart shall be subject to corrective and/or disciplinary action. All costs incurred in the repair or loss of a cart through the negligence or misconduct of any operator shall be chargeable to the employed division.
6. Accidents involving campus vehicles must be reported immediately to AHEC Campus Police and Security.

Attachments:

- A. State-Owned Vehicle/Cart Policy and Practice Review
- B. Pedestrian Zone and Service Vehicle and Cart Routes
- C. Service Vehicle Routes & Parking