

Golf Carts Service (New)

Policy Statement

The cart reservation service is available for staff, faculty and students to travel across campus.

Reason for Policy/Purpose

To provide transportation services to the members of the AUC community to travel across campus while ensuring the resources of AUC are used as effectively as possible, in addition to setting the standards for all carts to operate safely and efficiently within the AUC New Campus premises.

Who Approved This Policy

Mr. Brian MacDougall, EVP for Administration & Finance

March 20th, 2016

Who Needs to Know This Policy

AUC Community

Web Address for this Policy

Please list the location on the university's website where this policy is located.

Contacts

Responsible University Official:

Responsible University Office: Transportation/Carts.

If you have any questions on the policy or procedure for Golf Cart Service policy, you may:

1. Call Mr. Mohamed Hosny at ext. 4153
2. Send an e-mail to carts@aucegypt.edu

Definitions

Cart:

This refers to all types of passenger golf carts and utility vehicles.

Policy/Procedures

General Policies

- The Transportation Department has the right to monitor and enforce all policies and procedures herein. It has the right to issue policy violation warnings and charge departments with the respective fines.
- The Transportation Department shall ensure that carts are operated in accordance with the manufacturer's recommendations and this manual.
- This policy due for review every six months and reissued every 12 month.

Carts Drivers

- All carts' drivers must pass the Carts Training provided jointly by with the Transportation Department.
- Any individual, who is not an AUC employee, who wishes to use a cart must secure a written consent from the Transportation Department and the Department to which he/she is affiliated to.

Operating a Cart

- All cart drivers operating a cart must ensure that the cart's horn, headlights, taillights, windshield are working properly.
- All cart drivers operating between sunset and sunrise must ensure that cart headlights and taillights are working properly.
- Carts drivers' who their carts are equipped with turning signals, must use appropriate hand signals.
- Departments must immediately stop using a cart that is unsafe to operate until it has been repaired.
- The maximum driving speed within campus premises is 20 Km/Hr (Exceptional Cases holds: Security, Ambulance, EHS depts.)
- All utility carts equipped with back carriage must not be overloaded.
- Passengers are not permitted to ride in the back carriage of a utility cart.
- Drivers and departments are obliged to promptly report any mechanical failure such as, but not confined, to battery failure, flat tires or suspension problems to the Transportation Department.
- All cart drivers are obliged to promptly report to the EHS and Transportation Departments in case an accident took place.

Carts Licensing and Tagging

- All carts operating within AUC Campus premises must be registered at the Transportation Department.
- All departments must coordinate with the Transportation Department to ensure that all the carts in its custody are licensed and tagged by the Transportation Department.
- All carts will have a tag on its front indicating its type and number.

Carts Acquisition

- Acquiring all types of carts must be done through the Transportation Department and the Supply Chain Management (SCM).

Driving a Cart within Campus Premises

- Driving carts shall be within the designated routes only as depicted in Carts Designated Routes Map.
- Passenger carts must park at the designated parking lots (8 locations as shown on the map)
- The Clinic, the EHS and the Security passenger carts are the only carts allowed to operate at the AUC Plaza (indicated in the map) given that they are serving specific incidents or responding to emergencies.
- All utility carts are to operate only at the tunnel except for the following cases:
 - Moving items or material that cannot be procured through the tunnel during non-peak hours (Peak Hour Example: Assembly Hour 1-2 PM, Events, Assemblies)
 - To provide maintenance service to certain locations on campus where it would require carrying heavy equipment and supplies
- Pedestrians shall always be given the right-of-way at all times.
- Carts shall always give the right-of-way to bicycles.
- Drivers shall stop at all blind intersections before proceeding.
- Golf Cart drivers must always stick to the right lane.

Carts Parking

- Departments which has carts in its custody are responsible for providing appropriate parking locations and charging outlets for the carts in coordination with the Office of Campus Planning and Design and the Transportation Department.
- Departments are fully responsible for all costs associated with establishing their parking location.
- Carts must not be parked at locations where it may obstruct a pedestrian passage or block any entrance or exit of a building except during loading or unloading heavy material or goods.
- Drivers are asked to park at the designated parking spaces whenever possible and available.
- Drivers must not park their carts in front of any fire faucet.

Carts Inspection and Maintenance

- All departments which have carts in their custody must ensure that their carts are inspected as per the Inspection and Maintenance Schedule
- The maintenance cost of a cart will be directly charged to the department which has it in its custody.
- The Transportation Department must retain an updated inspection and maintenance record for all carts at any given time.
- Carts will not operate if any major inspection item fails until it has been repaired.
- No one, except the Transportation Department authorized mechanic or the outsourced mechanic, shall attempt to do any repair work in a cart.
- Carts physical condition should be inspected daily prior to operation to insure the vehicle is in a safe condition.
- Each Cart operator is responsible for providing timely notification of safety and maintenance concerns to the supervisor of the department to which the Cart is registered.
- The department of ownership is responsible for the cost of maintenance of the Cart. The department of ownership is also responsible for the cost of repairing damage to the Cart

caused by regular use or an unpreventable accident.

- The department of ownership is responsible for the cost of repairing damage to Cart caused by misuse, abuse or a preventable accident.
- The Transportation Department will send communications to departments' heads regarding any violations and remedial actions committed by any carts driver who works for this department.

Carts Keys

- Carts drivers shall be fully responsible for the ignitions keys as long as the cart is in their custody.
- Replacing the current key lock system to any alternative lock system will be performed upon the department written request and by the transportation department maintenance personnel only

Forms/Instructions

List applicable forms or other university and external documents that provide helpful, relevant information. Include where these documents can be located.

Related Information

List related university policy documents or cross-references and where they can be located.

Appendices (*optional*)

Appendices are used for informational material that is helpful in understanding the policy, but not directly related to the implementation of the policy, i.e., not procedures. Content may include graphics or text.

History/Revision Dates

Origination Date: Month, Day, Year

Last Amended Date: Month, Day, Year

Next Review Date: Month, Day, Year