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## Golf Cart Administrative Policy

Approved By: J. Reid Morgan, Senior Vice President & General Counsel  
B. Hof Milam, Senior Vice President for Finance & Administration

Effective Date : May 13, 2013

History: Approval Date: May 10, 2013  
Revisions: none

Type: Administrative

Finance Policy Number: 3.15.01

Responsible Official: Associate Vice President for Finance and Controller

Related Policies: None

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### **Policy Statement**

Motorized vehicles that are not licensed for street use must be operated safely in order to reduce accident, incidents, and injuries.

This policy covers golf carts and other 3 and 4-wheeled type vehicles that are powered by electric or internal combustion engines, and unless specifically stated, applies to both owned and rented golf carts. This policy does not apply to tractors or other heavy machinery. The acquisition and use of golf cart-type vehicles is limited to University departments and operating units with valid business use and appropriate approval.

Valid business use is described as:

- Transporting personnel/equipment/supplies for University purposes.
- Transporting employees/students with temporary or permanent disability-related needs.

### **Reason for the Policy**

Wake Forest University operates a number of motorized vehicles that are not licensed for street use. The University desires to ensure that these vehicles are operated safely in order to reduce accidents, incidents, and injuries.

### **Responsibilities**

Academic Chairs, Administrators, and Departments Heads who operate golf carts, or have staffs that operate golf carts must abide by the accompanying procedures. University Police, Parking Transportation, Environmental Health and Safety, and Risk Services have the authority to enforce the provisions of this policy and its accompanying procedures.

### **Primary Guidance**

All regulations for use of motorized vehicles as outlined by the Department of Transportation, Motor Vehicle Division serve as primary guidance when operating a golf cart on university property.

### **Responsible University Office or Officer**

Associate Vice President for Finance and Controller

### **Who Is Governed By This Policy**

All parties operating golf carts on the property of Wake Forest University are governed by this policy.

### **Who Should Know This Policy**

All parties operating golf carts on the property of Wake Forest University are governed by this policy.

### **Exclusions & Special Situations**

None

### **Highlights of Revisions, by Date**

n/a