University departments maintaining University vehicles/golf carts must adhere to the following guidelines regarding use of University vehicles/golf carts:

- All Federal and State laws must be followed.
- University vehicles/golf carts must be used for university business only.
- Driver must be a University employee/student employee and have a valid driver’s license.
- Key may never be left in a University vehicle/golf cart. This means in the ignition or anywhere in the University vehicle/golf cart.
- The doors to all University vehicles must be locked at all times when no one is in the University vehicle. Make sure that arms, legs, and feet are in the University vehicle/golf cart at all times.
- No horseplay while University vehicle/golf cart is in motion.
- The use of a cell phone, iPod, radio, or other mobile device by a driver while the University vehicle/golf cart is in motion is prohibited.
- Family members, friends, hitchhikers, and other non-University personnel are not permitted to travel in University vehicles/golf carts.
- Alcoholic beverages are NOT allowed in the University vehicles/golf carts.
- No animals, with exception of service animals, may be transported in University vehicles/golf carts.
- Employees/student employees are NOT to use University vehicles/golf cart for personal errands.
- University vehicles/golf carts may not be parked at an employee/student employee’s off-campus residence.
- While traveling in University vehicles/golf carts, employees and student employees are representatives of the University and as such are expected to conduct themselves in responsible and respectful manner. Driving patterns, window signs and personal behavior while in the University vehicle/golf cart or during stops should promote a positive image of Georgia Southern University.
- Smoking is prohibited in University vehicles/golf carts.
- All University vehicle/golf cart keys must be removed from the University vehicle/golf cart and placed in the key box at the end of the shift or turned over to a person on the next shift.
- Use of ear buds or headphones is prohibited while driving University vehicles/golf carts.
- Eating and/or drinking while University vehicle/golf cart is in motion is prohibited.
- If damage occurs to a University vehicle/golf cart as a result of the driver’s negligence or violation of the policies, the driver will be responsible for payment of the damages, fines, etc.
- Driving and/or Parking of University vehicle/golf cart on the grass is prohibited.
- All University golf carts should be parked at least 50’ from a building entrance.
- Drivers of University vehicles/golf carts must follow all traffic rules and regulations including turning rules, stop lights, stop signs, etc.
- Drivers of University vehicles/golf carts may not use text messaging (receiving, reading, sending) while University vehicle/golf cart is in motion.
- All trash and personal belongings must be removed from the vehicle prior to returning it.
Vehicle/Golf Cart Guidelines

In the event of an accident the driver must:

1. Report accident to applicable law enforcement. Obtain at the scene of the accident information necessary to receive an accident report.

2. All accident claims must be reported to the Controller’s Office. This applies to claims for damages to University vehicles/golf carts as well as damages to other vehicles involved in accidents with University vehicles/golf carts. The driver or department must obtain a copy of the accident report from the Controller’s Office. Insurance claims may not be filed without an accident report.

3. University departments are responsible for documenting who is driving and assuring that employees/students are aware that vehicles may not be used for personal reasons. Failure to adhere to these guidelines may invalidate our ability to successfully claim insurance reimbursement and/or put the University or an employee/student at risk for misuse of state property.

4. The Assistant Dean of Student and External Relations Secretary reports all accidents to the Controller’s office.

I have read and understand that I am to exercise responsible judgment and behavior while operating all University vehicles/golf carts.

__________________________  _________________________
Driver                  Date

__________________________  _________________________
Witness                  Date

*Please return original forms to the Dean's office Room 2254 or PO Box 8002.