



Finance and Administration
Office of Risk Management

University employees who are authorized to drive golf carts on campus must operate the vehicle in a safe and responsible manner. Please review this important guidance on how to prevent accidents and keep yourself and others safe while driving a golf cart, gator, or ATV on campus.

Vehicle Operation

- Obey and follow all traffic rules.
- Always give the pedestrian the right of way, especially when driving on sidewalks.
- To the extent possible, drive on streets rather than sidewalks.
- Approach sharp or blind corners with caution and reduce speed.
- Reduce speed to compensate for inclines, pedestrians, and weather conditions.
- Maintain adequate distance between vehicles and pedestrians.
- Never reverse the vehicle without first looking to make sure there are no obstructions.
- Always consider the terrain, as well as environmental factors that may affect your ability to operate the vehicle safely.
- Choose the route that is least populated by pedestrians.
- Control the speed of vehicles. If pedestrians are present, match the speed of pedestrians.
- While operating the vehicle, do not use headphones or text.
- Avoid narrow sidewalks if possible.

Passenger Safety

- Drivers and passengers must remain seated while the vehicle is moving.
- If the vehicle has seat belts or restraints, the driver and all passengers must utilize them.
- Never exceed the number of available seats for the number of passengers.
- All passengers must keep hands, arms, legs, and feet inside the vehicle while the vehicle is in motion.

Parking

- When the vehicle is not in use, place the control lever in park or neutral position, set the parking brake, remove the keys, and secure the vehicle.
- Park the vehicle on a wide, paved surface, allowing enough room (3 feet or more) for pedestrians to pass freely.
- When possible, park vehicle in view of a security camera.

Remember, driving university vehicles is a privilege that may be withheld at any time if unsafe or inappropriate conduct is observed. Please note that at-fault accidents will result in defensive driver training and potentially temporary suspension of driving.

To report unsafe, inappropriate, or destructive operation of vehicles, contact Risk Management at riskmanagement@lsu.edu or Phone: 225-578-3283