Policy for the Safe Operation of Low Speed Vehicles, Golf Carts, and Utility Vehicles on Campus	
Policy ID #: EHS LSV 001	**Effective Date:** 6/29/2018
Policy Owner(s): Environmental Health and Safety **Responsible Office:** Environmental Health and Safety **Policy Contact:** Director of Environmental Health and Safety or their designee.	**Revision 2 - Date: 10/23/20**
Policy Summary: Policy is to provide appropriate Low Speed Vehicles, Golf Carts, and Utility Vehicles safety training to Montclair State University personnel in a manner consistent with regulatory requirements and accepted professional practice.	
Reviewed by: EH&S **Approved by:** (1) Environmental Health and Safety	**Date:** October 2018 **Date: 9-23-2020**
Policy Stakeholders: Campus community	

I. Purpose:

The purpose of this program is to ensure the safe operation of Low Speed Vehicles, Golf Carts, and Utility Vehicles on the Montclair State University campus, to make all operators aware of the hazards that exist and to prevent any damage or injuries that may occur while operating such vehicles.

II. Statement of Policy:

It is the policy of Montclair State University to provide employees, students and visitors with a safe and healthy environment. This policy and training guide regulating the usage of Low Speed Vehicles, Golf Carts, and Utility Vehicles on the Montclair State University campus has been created with the intent of ensuring a safe working and learning environment.

III. Definition:

- Low Speed Vehicle (LSV) - The words Low Speed Vehicles, Golf Carts, and Utility Vehicles will be synonymous with each other in this document.

IV. Policies:

- Operators must possess a valid Driver's License
- All operators must attend safety training specific to the vehicle which they are driving.
- Operators will not exceed 5 MPH in golf-carts, 25 MPH in utility vehicles.

- Operators shall not use cell phones, earbuds for listening to music or other devices that distract or impede the operator's awareness of pedestrians or their surroundings while operating LSV's
- Operators are prohibited to drive an LSV while under the influence of alcohol, illegal drugs or medications that cause drowsiness
- Any time an LSV is unattended, the ignition should be turned off, and the key removed from the ignition and kept in the possession of the authorized operator.
- LSV's should be operated only within the confines of Montclair State University property. Only approved and licensed LSV's may be operated on public streets and roadways adjacent to University property and must obey all applicable traffic laws. LSV's should not exceed the passenger limit and/or load capacity designated by the vehicle's manufacturer.
- No modifications shall be done without the approval of the manufacturer.
- Golf carts without headlights are to be operated during daylight hours only.
- No LSV is to be operated on a sidewalk, with the exception for snow plowing operations. Hazard light must be engaged during snow removal operation on side walks.
- Charging of electric carts and fueling of gas-powered carts will be done in a well-ventilated area clear of any ignition sources.
- Carts are to be parked on hard surfaces away from heavily traveled pedestrian areas. No parking on grass or in front of building entrances.
- Pedestrians always have the right of way; carts must yield to pedestrians on sidewalks. If approaching pedestrians or a blind intersections driver will stop and then proceed slowly with caution Modifying or tampering with a cart's governor is strictly prohibited.
- Cargo or other items/equipment must be adequately secured for safety
- Golf Carts are not to be driven on public roads, Kubotas may be, however operators should make all efforts to avoid higher traffic roads such as Normal Ave and Valley Road.

V. Responsibilities of Operators: Supervisors and employees operating carts have specific responsibilities for ensuring that these vehicles are operated in a safe manner pursuant to University guidelines and maintained in accordance with the manufacturer's guidelines.

- Departments: University Departments are responsible for:
    - Reporting ownership of golf cart to University Facilities – Fleet Services to ensure the vehicle is insured and properly registered.
    - All repairs and maintenance costs.
    - All preventative maintenance and repair records for their carts.
    - Keeping all original equipment and required safety features in good working order.

- Employees: Employees are responsible for:
    - Inspecting the vehicle before operating and documenting any problems.
    - Attending a safety training prior to operating an LSV
    - Immediately notifying their supervisor if and when their driver's license is suspended or revoked Operating the LSV in a safe manner.
    - Reporting any accidents/incidents to:
        - Supervision
        - Director of Environmental Health and Safety
        - Division of Human Resources

- Supervisors: Supervisors are responsible for:

- Ensuring that drivers are licensed and have completed the approved safety training prior to operating the vehicle.
- Taking timely corrective action for any employee infractions of this policy.
- Ensure their carts are operating properly, and ensuring repairs are made immediately if presenting an unsafe condition.
- Retraining any employees involved in an accident or observed to have been operating the LSV improperly/unsafely. This training has to be documented and a record forwarded to EH&S.
- Reporting all accidents to
    - Division of Human Resources
    - Director of Environmental Health and Safety
    - Fleet services if repairs are needed to the LSV

- EH&S Director: The University EH&S Safety Director or their designee is responsible for:

    - Providing the appropriate training material for employees of the University.
    - Assisting supervisors with compliance of this policy.

VI. Training:

- Will consist of a power point presentation or safety video concerning the safe usage of golf carts and utility vehicles.
- A hands-on training demonstrating operating and safety features of the vehicle and a review of this Policy

  Retraining will occur:
    - If an accident/near miss incident involving an LSV occurs

Employers are required to retrain any employees who have been observed to be operating an LSV improperly

Sign in Sheet

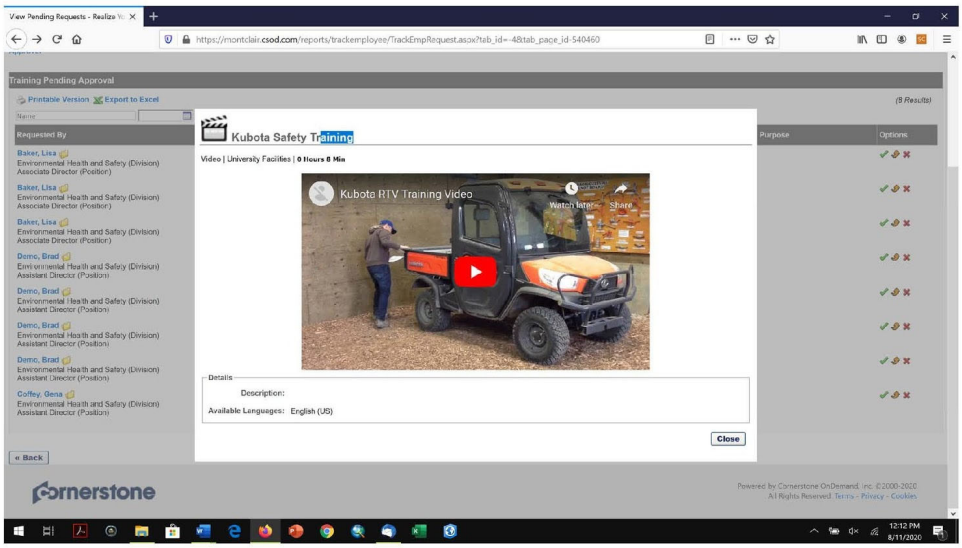
MONTCLAIR STATE UNIVERSITY
GOLF CART OPERATION ORIENTATION PROGRAM

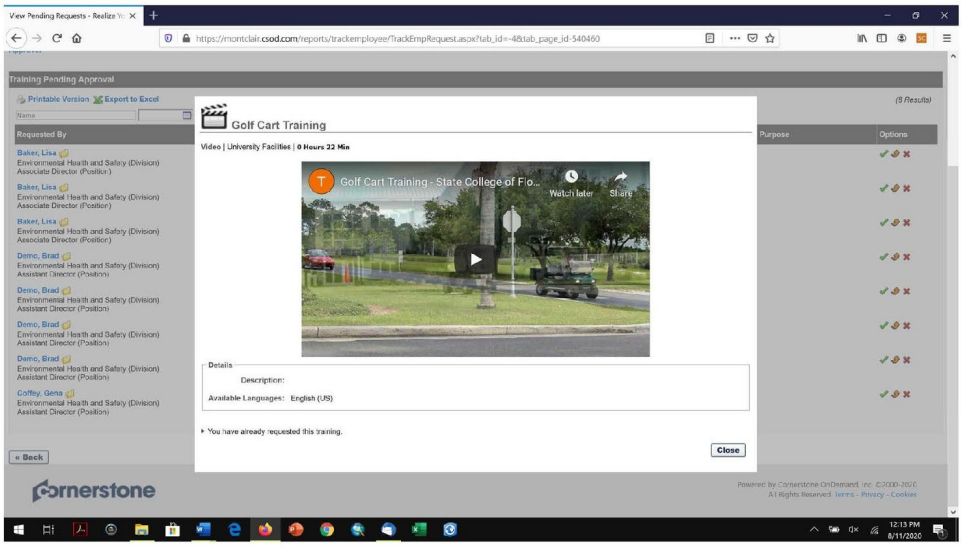
I have reviewed the Montclair State-University policy for the safe usage of golf carts, reviewed the training presentation, and have been instructed by my supervisor on the proper operating procedures for the cart which I will be using in my work area.

Employee Signature	Date
Employee Printed Name	
Supervisor's Signature	Date

Cornerstone Screen Shot

https://montclair.csod.com/reports/trackemployee/TrackEmpRequest.aspx?tab_id=-4&tab_page_id-540460





New Jersey Motor Vehicles Regulations

Low Speed Vehicles (LSV)

https://www.state.nj.us/mvc/vehicletopics/lowspeed.htm

Low Speed Vehicles (LSVs) must be titled, registered and insured in New Jersey. However, they are not subject to regular vehicle inspection and are exempt from State sales tax *ONLY* if they are certified by the Commissioner of the New Jersey Department of Environmental Protection (NJDEP).
An LSV is a four-wheeled vehicle with an attainable speed of more than 20 miles per hour, but no more than 25 miles per hour on a paved surface. It cannot be powered by gas or diesel fuel and must comply with federal safety standards as noted in 49 CFR 571.500.
Important note: Municipalities can impose an LSV ban on ALL roadways within their jurisdiction.
If you operate an LSV:

- You may not drive LSVs on roadways with speed limits that exceed 25 mph. (In limited cases, if deemed appropriate by a municipality, county or the NJDOT, LSVs may be permitted on roadways with speed limits that do not exceed 35 mph).
- You should watch for and abide by road signs prohibiting use even on lower speed roads.
- Child restraints in LSVs must meet the same standards as those used in passenger vehicles.
- You must have a valid driver license to operate an LSV.
- You may lease or rent properly titled, registered and insured LSVs for temporary use.
- An LSV may be registered in the name of an individual, business or government entity, but may not be used as a commercial vehicle.
- You are subject to the same violations as other vehicles (except for the regular inspection requirements).
- All LSVs shall have a safety information decal provided by the manufacturer on the rear of the vehicle.
- If you have only one license plate, you must put it on the rear of the vehicle.
- LSVs must meet Federal and State requirements.

Federal requirements

Low Speed Vehicles cannot exceed 25 mph and must be equipped with:

- Headlamps;
- Front and rear turn signal lamps;
- Tail lamps;
- Stop lamps;
- Red reflex reflectors: one on each side as far to the rear as possible and one on the rear of the vehicle;
- An exterior mirror mounted on the driver's side of the vehicle and either an exterior or interior mirror mounted on the passenger's side;
- A parking brake;
- A windshield that meets FMVSS 205;
- A Vehicle Identification Number (VIN); and
- A Type 1 or Type 2 seat belt assembly conforming to 49 CFR 571.209, installed at each designated seating position.

State requirements

In accordance with N.J.S.A. 39:4-31.2, LSVs operated on any public road or highway in the State shall be maintained in proper condition and comply with the following equipment requirements and standards:

- Adequate brakes to control the movement of the vehicle;
- An odometer;

- A speedometer; and
- The original manufacturer's VIN die-stamped on the body and/or frame, engine or motor of the vehicle.

A safety information decal provided by the manufacturer which must be in a conspicuous place on the rear of the vehicle displaying "25 mph Vehicle".

Titling your LSV

You may title your LSV at a motor vehicle agency for $60 (or $85 with a lien) or at the dealership if this service is provided.

- You must have a Manufacturer's Statement of Origin or the Certificate of Origin (MSO or MCO) to title a new LSV.
- If you are attempting to title a used, untitled LSV from outside New Jersey that meets all of the New Jersey State requirements, then you must present the following at a motor vehicle agency:
  - A completed OS/SS-UTA (title application) with the original MSO/MCO.
  - If you do not have the MSO/MCO, you must supply a registration in either your name or the seller's name, in addition to a bill of sale including seller, buyer, year, make, model and Vehicle Identification Number (VIN), if applicable.
- If you cannot meet the above requirements, you must follow the MVC procedures for vehicles obtained without proper evidence of ownership. To obtain the Improper Evidence of Ownership packet, you may download all the required forms, or call the MVC's Customer Support Line at 609-292-6500 ext. 5064.

To register an LSV as a non-government entity

- You may get your initial registration at a motor vehicle agency for an annual fee of $46.50 or from the dealership where you purchased the vehicle, if this service is provided.
- LSVs are not subject to the Four-Year Accelerated Registration Program.
- You must complete a Vehicle Registration Application (Form BA-49).
- Once an LSV is two model years or older, the registration fee will be $34.

To register an LSV as a government entity

If you are part of a government entity entitled to no-fee registrations, you may register an LSV in the name of that entity. You will receive two MG, SG, CG or SP plates. Both plates must be mounted on the government vehicle.

License plates

LSV plates are standardized plates with letters "LSV" (in most circumstances). "Low Speed Vehicle" is inscribed on the bottom of the plate. Only one plate will be issued for non-government-owned vehicles and must be affixed to the rear of the vehicle.

- Courtesy and personalized plates are available for LSVs for a one-time fee of $50 in addition to registration fees. A personalized plate must have at least three letters and a maximum of seven characters in combination of letters and numbers.
- Dedicated plates are not available.
- To get an application for a personalized plate, visit a motor vehicle agency or call the MVC's Customer Support Line at (609) 292-6500 weekdays (except holidays) from 8:30 a.m. to 4:15 p.m..
- You cannot register wheelchair symbol plates on LSVs. Use placards when necessary.
- You can transfer a plate to another LSV, but not to a different type of vehicle.

Insurance requirements

LSVs are specialty vehicles and coverage will be available through the New Jersey Personal Automobile Insurance Plan (NJPAIP) and other voluntary insurers. Contact an insurance agent or broker for more information.

Inspection

LSVs are exempt from inspection. The registered owner of an LSV shall be required to maintain the vehicle in proper condition.