



U.S. Immigration  
and Customs  
Enforcement

ICE Health Service Corps (IHSC)  
Enforcement and Removal Operations  
U.S. Immigration and Customs Enforcement

# Safety and Security Guide: Golf Cart/Utility Vehicle Safety

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## Foreword

This *Safety and Security Guide: Golf Cart/Utility Vehicle Safety* supplements the following IHSC Directive:

- # 05-05 (ERO # 11780.1), Safety and Security.

This guide explains concepts, assigns responsibilities, and details procedures for the implementation of golf cart/utility vehicle safety protocols for IHSC-staffed medical clinics.

The intended audience is health staff designated by the HSA as vehicle operators in support of health care operations within IHSC-staffed medical clinics.

## **I. Overview**

### **A. Purpose**

The purpose of this guide is to provide health staff with procedures for the safe use and operation of golf carts/utility vehicles and to ensure safe operation of golf carts/utility vehicles as required by the IHSC Directive 05-05, *Safety and Security*. This guide applies to the use of golf carts/utility vehicles used by IHSC to transport people, equipment, and supplies, including, but not limited to those used as mini-ambulances.

Health staff at IHSC-staffed medical facilities may utilize golf cart/utility vehicles for detainee or resident transport and general use within the facility boundaries. Health staff use golf cart/utility vehicles to transport people, equipment, and patients during the performance of patient care activities, and for general transportation. Compliance with this guide promotes the safe operation and use of golf cart/utility vehicles by health staff.

### **B. Responsibilities**

#### **Public Health, Safety, and Preparedness (PHSP) Unit**

1. Provides national guidance on golf cart/utility vehicle safety protocols.
2. Provides technical guidance to health staff on safe operation and use of all golf carts/utility vehicles.
3. Reviews this guide and IHSC Directive 05-05, *Safety and Security*, annually, and updates them as necessary.
4. Conducts periodic program assessment.
5. Develops, reviews, and updates tools and resources to assist facilities with health and safety efforts.

#### **Health Services Administrator (HSA) and Facility Health Program Manager (FHPM)**

1. Oversee implementation of golf cart/utility vehicle safety protocols by IHSC staff.
2. Ensure health staff conduct daily safety inspections of all IHSC's golf cart/utility vehicles, and document and address all deficiencies.
3. Ensure health staff receive initial and annual training on golf cart/utility vehicles safety protocols, including the proper operation, use, and care of golf carts/utility vehicles.
4. Verify that all health staff who operate a golf cart/utility vehicle have read and understand this policy.

5. Obtain a signed copy of the Vehicle Safety Acknowledgement Form (available on the PHSP Unit SharePoint site) from each health staff who operates a golf cart/utility vehicle, attesting to the staff member's knowledge and understanding of, and agreement to abide by the golf cart/utility vehicle policy. This HSA or HFPM keeps the completed and signed acknowledgement in the employee's personnel file prior to the employee driving a golf cart/utility vehicle.
6. Ensure all health staff who operate a golf cart/utility vehicle completed the golf cart/utility vehicle training prior to usage.
7. Monitor and document problems related to the safe operation of golf carts/utility vehicles.
8. Ensure that all staff who operate golf cart/utility vehicles have a valid driver's license.

### **Vehicle Operators**

1. Complete all initial and annual training on golf cart/utility vehicles if their duties require operating golf cart/utility vehicles.
2. Observe safety and security requirements specified in training.
3. Comply with all federal and state laws governing the use of golf carts/utility vehicles.
4. Immediately report any unsafe conditions related to the use of these vehicles to the HSA and FHPM.
5. Complete vehicle safety training prior to operating golf cart/utility vehicles.
6. Sign the Vehicle Safety Acknowledgement Form prior to operating golf cart/utility vehicles.
7. Immediately report any accidents to the HSA or designee.
8. Must have a valid driver's license.
9. Must drive golf cart/utility vehicles in a safe manner.
10. Must comply with this guide.

### **C. Acronyms**

**CFR** – Code of Federal Regulations

**NHTSA** – National Highway Traffic Safety Administration

**OSHA** – Occupational Safety and Health Administration

## D. Definitions with Expanded Information

**Golf cart/utility vehicle** – Defined by the National Highway Traffic Safety Administration (NHTSA) in 29 CFR Part 571 as a low speed motor vehicle designed for off road use that is not capable of exceeding a speed of 20 miles per hour.

**Injury or Illness** – OSHA defines an injury or illness as an abnormal condition or disorder. Injuries include, but are not limited to, cuts, fractures, sprains or amputations. Illnesses include acute and chronic illnesses, including, but not limited to, skin diseases, respiratory disorders or poisoning.

**Statute** – A formal written enactment of a legislative authority that governs a state, city or country.

## II. Golf Cart/Utility Vehicle Operation

Health staff may only use golf cart/utility vehicles owned by IHSC for official work-related business, to include transportation in and out of the facility. Health staff may not use golf cart/utility vehicles for personal business; this is vehicle misuse. Drivers are responsible for knowing and complying with applicable state laws, rules, regulations and policies. Noncompliance may result in suspension of user privileges.

### A. Written Procedures

The HSA ensures the facility has written, site-specific golf cart/utility vehicle procedures, and health staff implement those procedures at sites that use golf carts/utility vehicles for general use or the transport of detainees or residents. Written procedures must include, at minimum, the following:

1. Vehicle operational procedures
2. HSA, FHPM (if applicable), and operators' responsibilities
3. Vehicle use and safety requirements
4. Vehicle maintenance responsibilities
5. Accident and injury reporting
6. Training

### B. Golf Cart/Utility Vehicle Operational Protocols

The HSA and FHPM ensure all health staff who operate these vehicles complete the required training prior to vehicle use. The HSA must document the training prior to staff using, operating, or riding in the vehicles. State statutes govern golf cart/utility vehicle



operation. Operator are subject to the rules of the road, including stopping, turning and safe operation. Police can cite golf cart/utility vehicle operators who violate these rules.

Operators must comply with the following:

1. Possess a valid driver's license.
2. Drive at speeds no greater than 15 miles per hour (MPH), or as safety concerns demand.
3. Always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the golf cart/utility vehicle safely.
4. Stop at all "blind intersections" and then proceed with caution.
5. Operate golf cart/utility vehicles only within the confines of the facility property.
6. Drive golf cart/utility vehicles on an improved surface, unless a non-improved surface is the only available way to gain access to the specific area where emergency patient care is performed. If the golf cart/utility vehicle is on a landscaped area, to allow a pedestrian(s) the proper right-of-way, operators should bring the vehicle to a full stop, then immediately return to the designated driving surface as soon as the area is clear.
7. Drive the vehicle in such a manner that it does not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps, or roadways.
8. Use service drives and roadways whenever possible, rather than on sidewalks designed primarily for pedestrian use.
9. Drive with the utmost courtesy, care, and consideration for the safety of pedestrians. Pedestrians always have the right-of-way.
10. Operators must not park golf cart/utility vehicles in any of the following spaces:
  - a. In fire lanes
  - b. In handicap parking spaces
  - c. In reserved parking spaces
  - d. Within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic
  - e. On sidewalks or ramps that would impede handicap accessibility

### **III. Golf Cart/Vehicle Use and Safety Requirements**

All staff that use or operate golf carts/utility vehicles must adhere with use and safety requirements.

## **A. Operator and User Safety**

The following applies to golf cart/utility vehicle operators or users:

1. Operators must be 18 years of age or older.
2. Operators are responsible for the security of ignition keys during the time a golf cart/utility vehicle is assigned to them. Prior to leaving the golf cart/utility vehicle unattended, the operator must turn off the ignition and remove the key from the ignition. Only authorized operators are permitted to keep the key in their possession.
3. Operators are not permitted to drive while under the influence of alcohol or drugs, with open beverage containers, or while wearing devices that impede hearing (e.g., stereo headsets, earplugs.).
4. All passengers must use seats designed for passenger use. IHSC prohibits passenger transport in the truck beds or on the sides of golf cart/utility vehicles, except for the transport of an injured person secured on a gurney or backboard.
5. IHSC prohibits cell phone or radio usage while driving a golf cart/utility vehicle.
6. When the golf cart/utility vehicle is not in use, operators must engage the parking brake.

## **B. Standard Safety Features**

The HSA or FHPM must ensure the following standard safety features are in place and maintained for all golf cart/utility vehicles at their facility.

1. Physical condition is in good repair.
2. Vehicles have working headlights and taillights: two red lights, one each located on the opposite sides at the rear of the vehicle, for night operations. Staff may only operate vehicles without headlights and/or taillights during day time.
3. Functional electric turn signals for night time operation; hand signals suffice for day time operation.
4. Vehicles always have a working horn or bell and "slow moving vehicle" sign and strobe light (amber) at the highest point, observable from all directions when in motion.
5. Vehicles have reflective tape placed on the front and rear bumpers for easier visibility at night.
6. Staff must not modify golf cart/utility vehicles in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.



## **IV. Golf Cart/Utility Vehicle Maintenance**

### **A. Maintenance Responsibilities**

Golf carts/utility vehicles do not fall under powered industrial trucks (PIT) classification under 29 CFR 1910.178, as discussed in OSHA Letter of Interpretation, Powered Industrial Vehicles, June 27, 2011. However, OSHA has issued citations under the General Duty Clause of the Occupational Safety and Health Act, which requires employers to keep the workplace free from recognized serious hazards.

Each golf cart/utility vehicle operator is responsible for providing timely notification of safety and communicating maintenance concerns to the HSA or designee. The HSA ensures the timely repair of such concerns. The HSA must take vehicles “out of service” if not safely operable without repair, and until the repairs are completed. The IHSC medical clinic is responsible for IHSC-owned golf cart/utility vehicle maintenance costs.

### **B. Daily Inspections**

The HSA or FHPM must ensure that all health staff who operate golf carts/utility vehicles are effectively trained on the required daily inspections of golf cart/utility vehicles prior to their use, and that these inspections are properly conducted and documented. However, if the golf cart is placed in storage due to weather or inability to use, no daily check is required during the period of non-use. Upon removal from storage and placement into work use, a thorough maintenance check and daily inspections must resume. A daily inspection checklist can be found in the owner’s manual for the vehicle.

## **V. Accident and Injury Reporting**

### **A. Accident Reporting**

Health staff must immediately report all accidents involving a golf cart/utility vehicle to the HSA, FHPM, or designee, regardless of whether property damage or personal injury occurred. The HSA, FHPM, or designee must promptly investigate all accidents including golf carts/utility vehicles. Upon completion of the investigation, depending on the severity, the driver may lose all privileges to operate golf cart/utility vehicles.

## **B. Staff Injury Reporting**

The HSA or FHPM must record and report staff injuries in accordance with IHSC Directive 05-02, *Occupational Health* and 05-02 G-04, *Occupational Health Guide: Workforce Health* found in the IHSC policy library.

## **C. Detainee Injury Reporting**

The HSA must ensure that all detainee injuries are reported in accordance with IHSC Directive 11-06, *Risk Management* found in the IHSC policy library.

## **VI. Program Monitoring**

The PHSP Unit periodically collects information from the HSA or FHPM to monitor the implementation of the safety and security activities and to ensure that the medical clinic is in compliance with these requirements.

## **VII. Training and Education**

The HSA ensures all health staff receive orientation and annual training that includes golf cart/utility vehicle safety. The HSA implements and documents this training in accordance with IHSC Directive 01-04, *Medical Education and Development*, found in the IHSC policy library.

## **VIII. References and Resources**

- (1) NFPA 101: Life Safety Code
- (2) National Highway Traffic Safety Administration
- (3) Occupational Safety and Health Act
- (4) OSHA Injury and Illness Recordkeeping and Reporting Requirements