



DEPARTMENT OF THE NAVY
NAVAL STATION MAYPORT
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NAVSTAMYPTINST 5560.3
N3AT

11 OCT 2018

NAVSTA MAYPORT INSTRUCTION 5560.3

From: Commanding Officer, Naval Station Mayport

Subj: AUTHORIZED USE OF GOLF CARTS, LOW SPEED VEHICLES, AND UTILITY VEHICLES

Ref: (a) Code of Federal Regulations, Title 49, § 571.500
(b) 2018 Florida Statutes, Title XXIII, Ch. 320.01
(c) 2018 Florida Statutes, Title XXIII, Ch. 320.02
(d) 2018 Florida Statutes, Title XXIII, Ch. 320.105
(e) OPNAVINST 5100.12J

Encl: (1) Naval Station Mayport Low Speed and Utility Vehicle and Golf Cart Registration Form
(2) NAVSTA Mayport LSV/UTV/Golf Cart Refueling Route Map

1. Purpose. To provide guidance for the management, operation, and ownership of Low Speed Vehicles (LSV), Utility Vehicles (UTV), golf carts, and converted golf carts onboard Naval Station (NAVSTA) Mayport.

2. Cancellation.

3. Scope and Applicability. This instruction applies to all contractor or government owned LSV, UTV, and golf carts onboard NAVSTA Mayport.

4. Action. Reference (a) provides federal requirements for the operation of LSVs on public roadways. The requirements set forth by Federal Code are mandated to be enforced onboard the installation, as federally owned property. Adaptations and implementation on the installation of local state laws and regulations will be at the Commanding Officer's (CO) discretion. Exceptions and deviations from any requirements will be granted by the CO on a case-by-case basis.

5. Definitions. The following definitions are adopted from reference (b) and will be used when classifying the following:

a. An LSV is defined as a vehicle with a top speed greater than 20 MPH, but no greater than 25 MPH.

b. For the purpose of this instruction, Neighborhood Electric Vehicles and Medium Speed Electric Vehicles will be included in the category for LSVs.

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c. A UTV is defined as a motor vehicle designed and manufactured for general maintenance, security, and landscaping purposes, but the term does not include any vehicle designed or used primarily for the transportation of persons or property on a street or highway, a golf cart, or an all-terrain vehicle. LSV safety requirements do not apply to UTVs.

d. A golf cart is defined as a motor vehicle that is designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of 20 miles per hour.

e. A converted golf cart is any golf cart that has been altered to meet street legal requirements of an LSV. Converted golf carts must be titled, registered, and assigned a Vehicle Identification Number (VIN) by a Florida Motor Services Regional Office.

6. Policy. In order to minimize LSV, UTV, and golf cart related mishaps, these vehicles are prohibited to be operated within the installation boundary without meeting the minimum safety, and registration requirements, and operating parameters set forth herein. Additionally:

a. The CO retains decisive authority for all aspects of LSV, UTV, golf cart usage and operation onboard the installation.

b. LSVs, UTVs, and golf carts may be operated only in designated areas.

c. The CO may impose a restriction on the number of LSVs, UTVs, and golf carts a tenant command or contract agency may operate onboard the installation at any time.

d. Base residents, personnel, and contractors intending to operate or maintain a LSV, UTV, or golf cart onboard the installation must register the vehicle with the Base Security Department utilizing enclosure (1). Owners will additionally provide all required licensing and insurance documentation mandated by reference (c).

7. Responsibilities. The operation or maintaining of any LSV, UTV, or golf cart on the installation is a conditional privilege extended by the NAVSTA Mayport CO.

a. Any individual who desires that privilege must meet the following requirements:

(1) Maintain Proof of LSV, UTV, or golf cart ownership, state licensing and registration, and proof of insurance.

(2) Exhibit on the LSV, UTV, or golf cart, a NAVSTA Mayport inspection sticker as required by this directive.

(3) Comply with federal, installation, and Florida statute requirements for LSV, UTV, or golf cart operation.

b. The owner of LSVs, UTVs, or golf cart is responsible for determining that the operator of their LSV, UTV, or golf cart is licensed, competent, and that the operator's use of the LSV, UTV, or golf cart will be proper and lawful per this directive and all base traffic regulations.

c. All operators of a LSV, UTV, or golf carts are responsible for the following:

- (1) Ensuring all safety devices are in proper working condition prior to operating.
- (2) Safe operation and adherence to both this directive and all base traffic regulations.
- (3) Safety of their passengers.
- (4) Maintain a valid state's driver license.

d. The driving record of operators will be charged with accidents and injuries occurring while they are operating LSVs, UTVs, or golf carts. The operator will have supervisory authority over passengers entrusted to their care and for the safe loading of cargo. Supervisors or owners must ensure operators are aware of the above responsibilities and adhere strictly to them.

e. Implied Consent. Requirement for drivers to submit to a Blood Alcohol Content test when suspected of operating a LSV, UTV, or golf cart under the influence of alcoholic beverages or drugs. Failure to consent will result in an automatic one year driving suspension.

8. Authorized Areas and Roadways. Due to the intended use of each LSV, UTV, or golf cart, specific routes and roadways have been designated for their use. Deviations from the authorized route or roadway may result in revocation of the CO's authorization to use LSVs, UTVs, or golf carts onboard the installation by the owner or operator of the LSV, UTV, or golf cart.

a. LSVs, and golf carts converted to meet LSV criteria, may be operated on all installation roadways, unless otherwise prohibited, if properly equipped with the required safety features and licensed per reference (c).

b. UTVs may be operated on installation public roadways only when engaged in NAVSTA Facility maintenance, landscaping, or security duties. As adopted by reference (d), UTVs are exempt from state registration and licensing requirements when operated in maintenance, landscaping, or security duties. For traffic control purposes, all UTVs being operated on NAVSTA Mayport are required to be registered with Base Security, Physical Security Division.

c. Unless converted to meet LSV criteria for use on public roads, golf cart use will be restricted to the Morale, Welfare, and Recreation (MWR) Windy Harbor Golf Course, pier basin area, and airfield. Restrictions and exceptions for each authorized location are as follows:

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(1) MWR Windy Harbor Golf Course golf carts may only transit the public roadway by utilizing the traffic control light at the marked crossing located on Maine Street in the vicinity of Bogey's Restaurant and Golf Shop, building 1981. MWR golf carts are not required to be registered with Base Security.

(2) Ship repair activities may operate registered golf carts equipped with a seatbelt for each seat on Bailey Avenue from the intersection of Bailey Avenue and Bonhomme Richard Street to the Echo Gate. Cart use must be limited to delivery of supplies and equipment between the waterfront and ship repair facilities. Carts should not be used solely for the convenience of personnel. Cart use is restricted to the most direct route between operator's facility and the work site. Utilization of Non-Florida Department of Transportation compliant vehicles on all other roadways is strictly prohibited, except for provision in paragraph (11).

(3) Air Operations Department is authorized to operate golf carts within the airfield perimeter fence with no additional restrictions. If operated outside the airfield perimeter fence, it must be converted to meet LSV criteria for use on public roads. Both are required to be registered with Base Security, Physical Security Division.

d. At no time will an LSV, UTV, or golf cart be driven or parked on a pedestrian sidewalk or pathway. When performing maintenance, landscaping, or security duties, operators will park clear of walkways and sidewalks, unless safety concerns require the path to be blocked.

9. Special Events. Utilization of LSVs, UTVs, and golf carts during special events and outside of this instruction's guidance must be submitted to the CO for consideration and approval prior to execution.

10. Operation on Public Roadways. When operated on public roadways and on wharves within the basin, all LSVs, UTVs, and golf carts will be driven in the furthest right lane and as close to the curb or shoulder of the road as possible. At no time will the operator attempt to overtake another vehicle by any means, such as switching lanes, within the same lane, or leaving the roadway. All equipped safety devices will be utilized; i.e., seatbelts, headlights, turn indicators, etc. Each rider of an LSV or golf cart must have a seatbelt on and properly fastened. Overloading any LSV, UTV, or golf cart beyond that of the intended design is strictly forbidden and may result in loss of privileges to operate the LSV, UTV, or golf cart.

11. Refueling Procedures. Gas powered UTVs and golf carts utilizing the Navy Exchange (NEX) gas station as a fuel source will do so only on Wednesdays during nonpeak hours (0800-1500). Fuel may be obtained anytime from sunrise to sunset on weekends and holidays. The routes identified in enclosure (2) shall be strictly adhered to transitioning to and from the gas station.

a. Proceed to the NEX gas station by transiting down Supply Street via Bailey Avenue. UTVs and golf carts will utilize the traffic signal for normal vehicular roadway traffic to cross

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Massey Avenue and proceed to the utility road behind building 191. At no time will the pedestrian sidewalks or crosswalks be used to transit anywhere onboard the installation.

b. UTVs and golf carts will proceed behind building 191 to Supply Street South and utilize the golf cart cross located on Maine Street in the vicinity of Bogey's Restaurant and Golf Shop. Prior to mounting the sidewalk on the west side of the Maine Street crossing, UTVs and golf carts will turn south on Maine and proceed to the NEX gas station, entering at the northern entrance of the gas station. At no time will a UTV or golf cart cross the intersection of Maine Street and Moale Avenue when transiting to the gas station.

c. Upon completion of fueling, UTVs and golf carts will transit back to the route behind building 191 by exiting the gas station via the northern exit and utilizing the traffic signal at the intersection of Moale and Maine Street. At no time will a UTV or golf cart attempt to exit the gas station by crossing Maine Street at any other location after refueling. UTVs and golf carts will make a left at the traffic light and proceed into the furthest right lane, moving with the flow of traffic, until reaching Supply Street South.

d. UTVs and golf carts will follow the original route from Supply Street South back to Bailey Avenue, utilizing the traffic signal to cross Massey Avenue.

12. Overnight and Long Term Parking. All LSVs, UTVs, and golf carts will be parked in a designated parking area of the owner and operator's facility. No LSV, UTV, or golf cart will be left parked on any wharf, roadway, common parking area, or location not under the owner or operator's responsibility. Any illegally parked LSV, UTV, or golf cart will be towed and its authorization to operate onboard the installation will be revoked.

13. LSV Required Safety Equipment. All LSVs operated on public roadways will be equipped with properly installed and functioning safety equipment per reference (a):

- a. Headlamps.
- b. Front and rear turn signal lamps.
- c. Tail lamps.
- d. Stop lamps.
- e. Reflex reflectors: One red on each side as far to the rear as practicable, and one red on the rear.
- f. An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror.

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g. A parking brake.

h. A windshield of AS-1 or AS-5 composition, that conforms to the American National Standard Institute's "Safety Code for Safety Glazing Materials for Glazing Motor Vehicles operating on Land Highways."

i. A VIN that conforms to the requirements of part 565 of reference (a).

j. A type 1 or type 2 seat belt assembly installed at each designated seating position.

k. Additional guidance on safety requirements can be found at:

<https://www.flhsmv.gov/safety-center/consumer-education/low-speed-vehicles/>

14. Registration. LSVs, UTVs, and golf carts meeting the requirements and guidelines to be operated onboard must request permission from the CO to do so by registering with the Base Security, Physical Security Division. The vehicle will be inspected by a Security representative and upon examination of all required documentation, the vehicle will be affixed with either an installation roadway pass, pier access pass, or both on the front of the vehicle in a visibly identifiable location. Base registration does not expire, but can be revoked by the CO at any time deemed necessary and for any reason.

a. General Service Administration owned LSVs will be registered by base transportation and issued U.S. Government license plates. These vehicles are not required to register with Base Security.

b. Command owned LSVs will not be issued license plates by base transportation but are required to register with Base Security, Physical Security Division. If the command desires to register their LSV with the state of Florida and receive state license plates for off installation use, the command is still required to register the LSV with Base Security.

c. Privately owned LSVs will be issued Florida state license plates by a state tax collection office. Privately owned LSVs are also required to register with Base Security.

15. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

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16. Review and Effective Date. The Security Department will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAVINST 5215/40. This instruction will automatically expire 5 years after effective date unless reissued or cancelled prior to the 5-year anniversary date, or an extension has been granted. Instruction effective date is 01 December 2018.



D. J. YODER

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via G2, <https://g2.cnid.navy.mil/NAVSTAMAYPORTFL/SitePages/Home.aspx>

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**NAVAL STATION MAYPORT
LOW SPEED AND UTILITY VEHICLE / GOLF CART REGISTRATION FORM**

CONTACT INFORMATION	CMD/SPONSOR NAME	
	COMPANY NAME	
	ADDRESS	
	ADDRESS 2	
	CITY, STATE, POSTAL CODE	
	STORAGE LOCATION	
	WORK TELEPHONE	
LSV/UTV/GOLF CART INFORMATION	YEAR	
	MAKE	
	MODEL	
	COLOR	
	VIN/SERIAL NUMBER	
COMPANY REP	NAME AND CONTACT NUMBER	

By signing this document you acknowledge you have read and agree to the terms of owning and operating a Low Speed Vehicle (LSV), Utility Vehicle (UTV), or golf cart onboard NAVSTA MAYPORT.

REGISTRANT'S PRINTED NAME	REGISTRANT'S SIGNATURE	DATE
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PIER PASS DECAL No. : _____ **ROAD PASS DECAL No.** _____

INSPECTOR'S PRINTED NAME	INSPECTOR'S SIGNATURE	DATE
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NAVSTA MAYPORT GOLF CART REFUELING ROUTE MAP

- ① BAILEY AVE.
- ② SUPPLY ST.
- ③ MASSEY AVE.
- ④ SUPPLY ST. SOUTH
- ⑤ MAINE ST.
- ⑥ MOALE AVE.
- ⑦ NEX GAS STATION NORTH ENTRANCE

