

The Safe Operation of Golf Carts

Purpose

Carts may be used, but may not be limited to the following uses:

- Transport people with physical difficulties
- Respond to emergency situations
- Transport items that are too large/bulky to be carried by hand
- Provide access to areas where a licensed vehicle may have difficulty navigating
- Provide campus surveillance
- Transport guests

Safety Rules for Drivers Operating Carts

- Drivers must possess a valid state driver's license
- All drivers must attend golf cart safety training
- All occupants will keep hands, arms, legs and feet within the confines of the cart while in motion
- Do not exceed the maximum safe occupancy (seating provided for 2-4 passengers)
- Carts must yield to pedestrians on sidewalks or walkways
- Speed is to be reduced to a minimum when driving along or crossing sidewalks to avoid accidents with pedestrians
- **Pedestrians have the right-of-way at all times!**
- Drivers will not wear headphones or use any device that will cause a distraction while driving
- Drivers of carts that are not equipped with turn indicators will use appropriate hand signals
- Golf carts are not registered vehicles and will not be driven on city streets
- To cross a city street use only marked crosswalks
- Do NOT attempt to pass another cart which is in motion
- Set the parking brake and turn the wheels when not in transit

Safety Equipment

- No fewer than four wheels touching the ground at all times
- All original safety feature equipment must be kept in good working order
- All carts must have clearly displayed on the exterior of the cart the "slow moving vehicle" reflective triangle
- An audible back-up alarm when placed in reverse
- A horn with an activation button/switch within reach of the driver
- A parking brake with adequate strength to hold the cart at a 15 degree angle
- Cart manuals and safety related materials available to drivers
- No modification will be made to golf carts without the approval of the district and the manufacturer
- A pre-check must be performed prior to use daily to confirm proper operation of critical equipment including:
 1. Headlights, taillights, brake lights, turn signals
 2. Brakes/parking brakes
 3. Reflector and signage
 4. Horn working
 5. Tire inflation

Employee Responsibility

- Possess a valid driver's license
- Attend cart safety training
- Conduct a pre-check before operating vehicle
- Provide timely notification of safety and maintenance concerns to his/her supervisor
- Driving the vehicle in a safe manner
- Reporting any accident immediately to the supervisor, regardless of whether property or personal injury occurred

Supervisors Responsibility

- Ensure drivers are properly licensed/document
- Ensure drivers attend cart safety training prior to operating a cart/document
- Take timely action to correct employee infractions in operation of the cart/document
- Ensure that all equipment on the cart is working properly
- Take cart out of service if there are deficiencies that could cause an unsafe condition

If you have any questions, contact:

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