



GOLF CART SAFETY PROCEDURES & EQUIPMENT CHECKLIST

Golf carts are used to transport materials throughout campuses in the district. They are of significant value to the district for efficiency and economic transportation. The following are procedures for the safe operation of these vehicles.

1. Golf carts shall be operated at a safe speed. The speed should be no faster than a well paced walk the speed may be subject to the terrain over which it is driven, the weather conditions, and the total weight of the golf cart and passengers and any equipment being carried.
2. All occupants of the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
3. No golf cart shall be operated with more passengers than seating is provided.
4. Never back up without making sure there is no person or obstruction behind cart.
5. Approach sharp or blind corners with caution and reduce speed.
6. Pedestrians have right of way, use extreme caution around students, especially during passing periods.
7. Students shall not ride on carts unless authorized by a supervisor and or site administrator.
8. Never leave keys in a golf cart unattended.
9. Never shift gears while the vehicle is in motion.
10. When the golf cart is not in motion the operator must place the control lever in the park or neutral position, set the parking brake and remove the key.

Before operating golf cart operator will check for:

- ❖ Proper tire condition and inflation (18-22 lbs.)
- ❖ Brakes checked for proper operation.
- ❖ Battery fluid leaks such as wet spots under the unit. Batteries can be checked by removing the caps and checking the water level. The water should cover the metal plates, if not fill with distilled water.
- ❖ Battery terminals should be free of corrosion, to clean mix a solution of baking soda and water apply then agitate with a brush. If battery acid comes in contact with skin you should wash your hands thoroughly with cold water.
- ❖ When recharging batteries the following safety rules shall be observed:
 1. Only approved battery charger shall be used (designed to shut off automatically when batteries are fully charged)
 2. Do not charge near open flame or source of ignition.
- ❖ Disconnect all battery charger cords before using golf cart.

If the golf cart is in need of repair or maintenance, it should not be driven.