**STETSON UNIVERSITY**

**Golf Cart Safety Guidelines**

1. **Introduction**:

Golf carts have become a necessary transportation device for many departments and are used for many types of work purposes. In an effort to increase the safety of employees, students, and visitors, and to avoid situations that may cause injury or damages, the following Golf Cart Safety guidelines were developed.

1. **Purpose:**

The purpose of these guidelines is to ensure that golf cart operators are aware of the hazards that exist when operating a golf cart, and to prevent unnecessary damage or injuries that result from their misuse or lack of caution.

1. **Safety Guidelines**:
* Always **check behind the vehicle** before backing up. (Do not rely on mirrors, rear windows or memory- the situation behind you may have changed since you parked the cart)
* Secure any cargo or tools that have been loaded into the golf cart
* Back up slowly
* Remain seated and hold on while the vehicle is in motion. (wear seatbelts if provided)
* Warn passengers of any upcoming turns or bumps
* Drive only as fast as conditions allow - use caution during bad weather conditions
* **Slow Down and use extreme caution during:**
	+ Turns
	+ Blind corners
	+ Parking lots, main roadways, and crowded areas
* Always give pedestrians the Right-of-Way
* Avoid squeezing thru narrow passages or tight spaces, especially in parking lots (when in doubt, take another route)
* Keep all limbs in the vehicle until it comes to a complete stop
* Watch for potholes, dips and uneven surfaces
* Be mindful of pedestrians and other vehicles at all times – especially in parking lots, crosswalks and main roadways
* Do not overload cart with passengers or cargo
* When parking, engage the parking brake – take keys with you
* Report any maintenance problems, such as brakes or leaks, to your departmental supervisor
* Discontinue use of golf cart if any safety systems are not working properly
* Report any accidents to Public Safety immediately and to your supervisor
* No horseplay – always drive safely
* **Texting should *never* be done while driving!** Pull over & stop if cell phone use is necessary
* Golf carts are to be used for University related business within the campus area vicinity
* When traveling along or across main roadways throughout the campus area, be extra cautious of the street vehicles around you, and utilize traffic light and designated crossings whenever possible. Push aside rain flaps for clearer view of oncoming traffic.

**STETSON UNIVERSITY**

**Golf Cart Safety Guidelines Acknowledgement**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below I acknowledge that: (please check all that apply)

\_\_\_\_\_ I have read and understand the Golf Cart Safety Guidelines

\_\_\_\_\_ I understand the hazards associated with driving golf carts

 and agree to abide by the safety guidelines.

\_\_\_\_\_ I have been provided with the opportunity to ask questions

 related to these guidelines.

\_\_\_\_\_ I understand that failure to follow these guidelines

 could result in corrective action.

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Employee Signature Date

(Please send completed signature sheet back to: Risk Mgmt/ Unit 8420)

 (Rev 7-13)