

College Operating Procedures (COP)



Procedure Title: Golf Cart Use and Preventive Maintenance
Procedure Number: 08-0814
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.65
Florida Administrative Code n/a

Procedure Actions: 01/01/04; 07/01/09

Purpose Statement: To establish a procedure that will acquaint Florida SouthWestern State College and contractual employees in the safe operation of and maintenance of golf carts on the College campuses.

Guidelines:

To establish a procedure that will acquaint Florida SouthWestern State College and contractual employees in safe operation of and maintenance of golf carts on the College campuses.

Procedures:

- I. Prior to use on each shift, the user shall check that the golf cart's tires are in good condition and inflated properly. Bald, badly worn or flat tires are to be reported to a supervisor so that the unsafe tires may be replaced. The water level in the batteries should also be checked to be sure that they are filled to the proper level. The batteries should also be inspected for battery acid build-up on the terminals.
- II. Recharge batteries daily, allowing them to fully charge prior to the next use. Before charging batteries, inspect all battery leads for frayed conductors and loose or damaged connectors. Inspect all battery leads to assure that they are both clean (corrosion free) and securely fastened to their battery post. Make sure the cart is left clean and presentable for the next user.
- III. When the cart is parked and unattended, the key shall be turned to the "off" position and removed. The brake pedal shall be engaged and the direction selector left in a neutral position.

- IV. Prior to driving the golf cart, make sure the charger cable is disconnected. Always check the area behind the cart before operating in reverse. Drive the vehicle only as fast as terrain and safety considerations allow.
- V. Always drive slowly in the midst of pedestrian traffic and around blind curves. All turns should be executed at reduced speed. Keep feet, legs, hands, and arms inside the cart perimeter at all times. The carts are limited to two occupant's maximum per seat. No passengers will be allowed to stand on the back or sit in the bed of a golf cart. Always remain seated and hold on while the cart is in motion.
- VI. Golf carts shall be operated on paved surfaces when possible. Paved surfaces include college roads, parking lots and sidewalks. Carts are not allowed on covered walkways or breezeways. Operators shall yield to pedestrians and will use sidewalks when possible. Drive carts slowly. Yield the right-a-way to pedestrians.
- VII. Accidents involving golf carts shall be reported to the Public Safety Office and the respective Department Head immediately. An accident/Incident Report must be completed in accordance with the reporting procedures of the Florida Community College Risk Management Manual.
- VIII. Only authorized College employees, temporary employees and contracted employees shall be allowed to operate the golf carts. Operation and use of College carts may be suspended or revoked if the driver fails to observe the rules set forth for their use.