



# Golf Cart Safety

Employees driving around in golf carts are not an unusual sight on today's college campuses. Golf carts are used to move people or deliver mail, interoffice supplies, and even tools and equipment.

Golf carts are involved in a number of accidents each year, resulting in personal injury, death, and property damage. To prevent accidents in the workplace, all employees who operate electric or gasoline-powered golf carts must be trained before using the vehicles.

This training should include the proper procedures for operating and maintaining golf carts.



### Operating a Golf Cart

- Drivers and passengers must remain seated while the vehicle is moving.
- Allow only authorized and trained employees to drive the carts.
- Never exceed the number of available seats for the number of passengers.
- Slow down and honk the horn at all intersections and blind spots.
- Reduce speed when approaching pedestrians, who always have the right of way.
- Use the safety mirrors and look in all directions at each intersection to ensure your safety.
- Do not park carts where they will block emergency equipment, pedestrian aisles, doorways, intersections, or the normal traffic flow.
- A golf cart should be operated at a speed equivalent to a well-paced walk but no faster than 15 mph.
- Observe all vehicle traffic laws, such as lane travel, stop signs, and legal passing of other vehicles.
- Test brakes, practice gradual stops, and avoid sudden stopping.
- Use designated pathways, such as university or campus streets.
- When the golf cart is not in use, place the golf cart control lever in "neutral," set the parking brake and remove the key.

### Things you should NOT do

- Never talk on or use a cell phone when driving a golf cart.
- Never let your attention be distracted when driving a golf cart.
- Do not place hands, legs, arms, or any other part of the body outside the seating/overhead protection area.
- Never drive too close to another vehicle. Maintain a safe distance.
- Do not use golf carts with mechanical problems (brakes, steering, tires, etc.)
- Never leave the keys in the golf cart when unattended.
- Never back up without looking to see what is behind the cart.
- Never shift gears while the vehicle is in motion.

### Maintaining a Golf Cart

Inspect each golf cart daily before use. If the golf cart is in need of repairs or maintenance, the vehicle should be taken out of service. Report any damage or maintenance needs to a supervisor immediately.

- Check tires for proper inflation, cuts, or punctures.
- Check that steering is normal, with no excessive play or movement.
- Check that forward and reverse gears are operational.
- Check brakes for proper operation.
- Check for any indication of battery fluid leaks, such as wet spots under the vehicle.
- Recharge the cart in the designated charging area, parking close to a fire extinguisher.
- Do not recharge near an open flame or source of ignition and do not smoke in the recharge station.
- Only an approved battery charger should be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.)
- Avoid getting battery acid on your skin or clothing.

**Remember to practice safety,  
don't learn it by accident.**