

REGENT UNIVERSITY GOLF CART OPERATIONS POLICY AND PROCEDURES

- No person may operate a “golf cart” or other utility vehicle (“cart”) except in compliance with this policy and related procedures.
- Operators must possess a valid Virginia driver’s license or pass a driving test administered by the University.
- All operators must complete safety training, as outlined in the safety training checklist provided in this document. Operators may be required to pass a written or oral test administered after training.
- Carts are not registered vehicles and should not be driven on city streets. The only city streets that may be crossed are Centerville Turnpike and Jake Sears Drive. Those streets should be crossed at marked crosswalks.
- Do not exceed maximum safe speeds at any time. Particular care should be taken in high pedestrian traffic areas, in wet or in icy conditions, or when navigating a slope.
- Carts should be driven on University roadways or on University sidewalks. Driving on the grass areas of campus are prohibited unless absolutely necessary.
- Carts should not be parked in front of doorways or in a manner that would prohibit someone from entering or exiting buildings.
- Carts should not be parked in a manner which would impede someone from using a handicap ramp or handicap aid.
- When operating a cart across a city street or University roadway, the operator will obey all traffic signs applicable to motor vehicles.
- When operating a cart across a city street or University roadway between sunset and sunrise, the cart should be equipped with a light on the front that is visible in clear weather and with a red reflector or light on the rear.
- The operator of the cart will not carry any package, bundle or article which prevents the operator from keeping at least one hand on the steering wheel.
- When operating a cart on University roadways, the operator should ride as close to the right curb or edge of the roadway as practical.

GOLF CART TRAINING CHECKLIST

Water

- Water is not allowed in the back of the carts. Most carts are completely electrical and will short out.
- Go slow when driving through puddles so water will not get underneath the cart.

Cleaning the Carts

- Use only the air compressor to clean the cart's electronic system and cab. Blow in all of the holes in the motor and electrical box.
- A damp rag can be used to clean the metal frame.

Maintenance

- Check the batteries for water. The water should be just above the bottom of the cap. Use only distilled water.
- The air pressure of the tires should be 22 lbs.

Inside the cart

- There are three gears for the cart; forward, neutral and reverse. Whenever the cart is not being used, it must be put in the neutral position and turned off and the key removed.
- The cart may have headlights, turn signals, hazard lights and windshield wipers. If present, those should be in good operating condition and should be used at appropriate times.

Driving

- If the cart begins to slow down suddenly, check the batteries for water and if that is not the problem, then notify your supervisor.
- Be careful of all students and cars. They have the right of way.
- Do not park in front of entrances, handicap ramps, blocking sidewalks, on the grass.
- Avoid large groups of people.
- Take on ramps and dips at an angle to avoid scraping the front bar that protects the steering box from being damaged.
- Do not drive over curbs.
- Use caution in muddy areas. The carts get stuck easily in the mud.

Horseplay

- The carts are potentially dangerous pieces of equipment. Failure to follow these rules, or engaging in horseplay or other unsafe conduct will result in disciplinary action being taken, up to and including discharge from employment.

Parking

- When parking the cart, turn the vehicle into the neutral position and turn the key to the off position.
- Do not leave the keys in the cart when it is not in use on campus.

REGENT UNIVERSITY

Acknowledgement of Golf Cart Policy and Training

OPERATOR'S NAME: _____

DEPARTMENT: _____

SUPERVISOR'S NAME: _____

I _____ (Operator's Name) certify that I have been trained as outlined in the Regent University Golf Cart Operations Policy and Procedures on _____ (Date) by _____ (Supervisor/Trainer) and I will comply with the rules and regulations as outlined in the policy and procedures.

Operator's Signature: _____ Date: _____

Trainer's Signature (if other than Supervisor): _____ Date: _____

Supervisor's Signature: _____ Date: _____

A copy of this signed form will be kept on file by the Supervisor. The signed original will be placed in the employee's personnel file in Human Resources and a copy may be made available to the insurance carrier in case of a Worker's Compensation Claim. The employee should also receive a copy.