

Golf Cart/Utility Cart Use and Safety

Purpose:

This golf cart and utility cart (collectively referred to hereinafter as “golf cart”) use and safety policy is to provide uniform School District wide standards to ensure the safety of all persons operating School District owned golf carts on or off School District property.

General Standards:

- Visitors and non-employees are prohibited from riding in golf carts as passengers.
- Students may be passengers only when an authorized staff member is operating the golf cart and only for a specific purpose.
- Students and non-employees are not permitted to operate golf carts except when specifically authorized by the principal.
- Do not overload the golf cart and do not carry more passengers than there are seats.
- Always lock and secure the golf cart when not in use and do not leave the keys in the golf cart when unattended.
- Always keep hands, arms, feet and legs inside the golf cart when in motion.
- Golf carts should be used on campus streets whenever possible.
- When operating the golf cart on the sidewalk, the operator will always yield to pedestrians.

Operators:

- Shall acknowledge and comply with this golf cart use and safety policy.
- Operators must complete the *Utility Cart Safety Training* available through the SafeSchools training platform.
- All operators must possess a valid driver’s license, this includes employees, non-employees and students.
- Operators must obey all traffic rules and regulations.
- Operators are never to exceed a safe speed but in no event are they ever to drive faster than 10 mph.
- Operators will stop at all intersections of roads, sidewalks and buildings especially when traveling on sidewalks and when approaching blind corners. When riding on sidewalks is necessary, slowly drive as far away as possible from the doors of classrooms and other buildings.
- Operators will not drive a golf cart while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.
- Operators will not drive a golf cart while passengers are standing on any part of the golf cart.
- Operators will report all accidents involving a golf cart to their immediate supervisor and to Risk Management. If an accident involves injury or property damage, an accident report must be completed at the time of the accident.

Principals, Directors, and Department Heads:

- Are responsible for assuring that all operators within their unit comply with the requirements of this golf cart use and safety policy.
- Shall assure that each golf cart owned or operated by their department is scheduled for and receives periodic preventative maintenance.
- Shall assure that all individuals who will operate a golf cart successfully complete the *Utility Cart Safety Training* available through the SafeSchools training platform.
- Shall assure that all individuals who will operate a golf cart receive a copy of this use and safety policy. All operators must know and understand all of the standards outlined in this policy prior to operating a golf cart.