

Golf Cart Safety Checklist for School Employees



Employees driving around in golf carts are not an unusual sight in today's workplace. 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 golf carts must be trained before using the vehicles for proper procedures for operating and maintaining golf carts. This is checklist of Safety procedures that you must follow:

1. A golf cart should be typically operated on campus at a speed equivalent to a well-paced walk, and it may at no time travel faster than **fifteen-mph**.
2. The traveling speed of a golf cart is dependent upon the terrain over which it is being driven, weather conditions and the total weight of the golf cart, its passengers and any equipment being transported.
3. Golf cart operators must observe all California vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc. Golf carts must be operated on campus streets or in parking lots when possible.
4. Operating a golf cart on a sidewalk is permissible for workers who must transport equipment to or from a work site.
5. Do not drive over grass or landscape. It can be dangerous particularly when wet.
6. Golf carts are not permitted on the city streets at any time.
7. Most golf carts used on this campus are designed to carry one driver and one passenger. Never operate a golf cart with more passengers than it is designed to carry.
8. "IF" the golf cart is manufactured with seat belts, then each person riding in the golf cart is required to wear a safety belt.
9. All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
10. Never modify a golf cart without first consulting the district mechanic.
11. Remember that pedestrians and children always have the right-of-way. Operators of golf carts must permit this right-of-way. If the golf cart is being operated on a sidewalk, the operator must pull off of the sidewalk or stop the unit when approaching pedestrians and children.
12. Before operating the golf cart, check for proper tire condition and inflation.
13. Check your brakes. On occasion, due to moisture or lack of use, the brakes will tend to stick a little.
14. Test the "reverse" horn to ensure is functioning properly.
15. Check for any indication of battery fluid leaks such as wet spots under the unit. If you do see or smell battery acid, remember it is very caustic and may cause severe burns. Do *not* touch it - apply some baking soda to the spill and notify the district mechanic immediately.
16. If the golf cart is in need of repair or maintenance, the mechanic must be notified, and the unit will be taken out of service.
17. Never leave the keys in the golf cart when unattended.
18. Always lock and secure the golf cart when not being used, such as when storing overnight.
19. Never back up without confirming that there are no pedestrians or objects behind the cart. Never shift gears while the vehicle is in motion.
20. When the golf cart is not in use, you must engage the parking brake.

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