



Golf Cart Safety Training



Golf Cart Procedures

- Golf carts are to be used only for transport within CCCC property.
- The golf carts were acquired for the convenience of all authorized personnel and should be used on a first-come, first-serve basis.
- Some carts are assigned to specific departments.
- All drivers must go through the golf cart safety training, and must possess a valid California operator's license.
- All drivers of the golf cart must have a signed acknowledgment form on file with the Maintenance & Operations Department before driving the golf cart. It is the responsibility of the driver to ensure their passengers adhere to the written procedures at all times.
- The M&O Department is ultimately responsible for the golf carts. However, all employees are expected to take care of the carts.
- Users are accountable for their safety and the safety of property while operating golf carts.
- Safety is the #1 Priority for all users.



Golf Cart Do's

- DO obey all traffic laws
- DO remember that pedestrians ALWAYS have the right of way
- DO operate the Golf Cart responsibly
- DO park the Golf Cart out of the way of pedestrian traffic

Golf Cart Don'ts

- Do NOT block walkways and/or entrances to buildings with the carts.
- Do NOT drive Golf Carts off campus or on any roadway/street not within the boundaries of the college.

Remember!!

- Horseplay is strictly prohibited! Violators will be subjected to disciplinary action.



Reporting Mechanical Problems

- Ensure the forward-reverse gear shifter is fully engaged (cycle it once or twice and try again)
- Ensure the secondary switch (under the seat) is in the right position
- If you still have problems, call Maintenance

General Operating Rules

- Keep feet, legs, hands, and arms inside the vehicle at all times.
- Golf Carts are limited to 2 occupants maximum per seat.
- Always remain seated and *HOLD ON* while vehicle is in motion.
- Golf carts shall not exceed a speed faster than normal walking speed when approaching and passing pedestrians, or **15mph** at any other time.
- Avoid driving fast downhill. Sudden stops or change of direction may result in loss of control.
- Use brake to control speed when traveling down an incline.
- Slow down before and during turns. All turns should be executed at reduced speed.
- Check the area behind the vehicle before backing up.
- Use the parking brake whenever the vehicle is parked.

Golf Cart Controls

The controls of the golf cart consist of:

- Key Switch
- Forward-Neutral-Reverse Lever
- Accelerator Pedal
- Combination Service Brake and Parking Brake Pedal
- **Key Switch**
 - Located on the support panel, this switch enables the basic electrical system of the golf cart to be turned off by turning the key to the “OFF” position.
 - **DO NOT LEAVE THE GOLF CART KEY SWITCH IN THE ON POSITION WHEN UNATTENDED !!!!**
- **Forward-Neutral-Reverse Lever**
 - Make sure lever is in correct position before starting the Golf Cart.
 - Located on the seat support, this lever permits the selection of either forward, neutral, or reverse.
 - Always bring Golf Cart to a complete stop before shifting the lever (this will help prevent damage).
 - The golf cart should be left in neutral when the vehicle is unattended.

- **Accelerator**

- Depressing the accelerator of the vehicle will release the parking brake (if engaged). This feature assures that the vehicle is not driven with the parking brake engaged.
- Depressing the accelerator pedal starts the motor.
- Each time the pedal is released, the motor will stop.

- **Combination Service Brake and Parking Brake Pedal**

- The brake pedal incorporates a parking brake feature.
- To engage, push down on the top section of the pedal until it locks in place. The parking brake will release when the bottom of the brake pedal is depressed.
- Use the BOTTOM section of the brake pedal to operate the regular brake system.



Golf Cart Pre-Trip Inspection

- **Before entering golf cart:**
 - Check for correct tire inflation
 - Inspect for fluid leaks
 - Inspect battery fluid levels and make sure they are not dry
 - Be certain that everything is properly stored and secured

Starting Golf Cart

- **To start the golf cart:**
 - Apply the parking brake
 - Place the forward-neutral-reverse lever in neutral (some are forward-reverse only)
 - Place the key in the ignition switch and turn to the “ON” position
 - Move forward-neutral-reverse lever to the desired direction (is so equipped)
 - Release parking brake by depressing the service brake pedal
 - Depress the accelerator pedal to start the motor



Warning!

- **When the cart is to be left unattended:**
 - Turn the key to “OFF” position
 - Remove key
 - Engage parking brake
 - Place F-N-R Switch in the Neutral(N) Position (if so equipped)

Complete the Quiz!

And use the daily checklist!