



THE MASTER'S  
UNIVERSITY

# GOLF CART/UTILITY CART FACT SHEET

Golf Carts and other gas-powered utility carts are an efficient means of daily transportation on the Master's University campus for both employees and students. With the frequency of use for various departments on campus there arises a risk for potential accidents, property damage, and even injury or death. To prevent accidents in the workplace, any employee or student of The Master's University operating any style of golf cart or gas-powered utility cart on campus properties must be trained prior to operating any vehicle. The training includes, driving best practices and ongoing maintenance of vehicles.

## Pre-Driving Familiarization/Inspection:

- **Are you familiar with the vehicle you intend to operate?**
  - **Be aware of the following:**
    - Number of seats for passengers (Do not overload the cart!)
    - Ignition
    - Gear switch (Reverse & Forward)
    - Mirrors (Rearview & Sideview) adjust as needed
    - Turn signals
  - **Always perform a 360 degree walk around of the cart before beginning use non-negotiable items to check:**
    - Tire pressure- Are there any punctures or nails in the tires?
    - Check brakes for normal function
    - Lights- are all lights functioning, including brake lights and turn signals
    - Fuel levels- Where are your gas levels? If you are operating an electric cart, check to see if it has been charged (Larger carts with low batteries will not make it up the hill to the dorms and will create an unsafe situation for you and your passengers)
    - Check for any indication of battery fluid leaks such as wet spots under the vehicle.

## Operating the cart:

- **Before you initially begin driving confirm passengers and start off slowly and know your surroundings!**
  - In general, unless you are in a small electric golf cart do not drive on campus sidewalks but keep to parking lots and roads unless it is an emergency. Additionally, there are areas so narrow that they must be completely avoided (area by athletic clubhouses).
  - Always give the right of way to pedestrians, do not run them off the path and into the grass. Avoid routinely driving on grassy areas (sprinklers tend to get broken this way)
  - When backing up – look over both shoulders (Do not forget to look in front and behind you as well!)

- Do not begin driving until all passengers are confirmed to be fully seated in the golf cart or utility vehicle.
- All passengers should keep hands, arms, legs, and feet within the confines of the golf cart always when the cart is in motion.
- Cell phone & Radio usage is prohibited while operating a vehicle.
- Driving while impaired or unable to operate a vehicle is prohibited.
- Unsafe speeds, reckless behavior will not be tolerated or accepted. YOU represent safety on this campus and are operating an official Master's University vehicle.
  - Golf cart should be operated at a speed equivalent to a well-paced walk but no faster than 10 mph.
- The center of gravity is higher on some carts thereby increasing the risk of tipping the vehicle when driving too fast. In general, SLOW DOWN on any curves, especially on the sharp downhill curve behind the guard shack and parking lots above Slight Hall.
- **DO NOT OPERATE VEHICLE OFF ROAD** – Refrain from driving on the horse located behind the dorms. Only Campus Safety is generally authorized to drive these trails for official purposes.
- **Come to a complete stop at ALL stop signs, day and night to avoid hitting pedestrians using the crosswalk.**
  - Be observant of all marked or unmarked walkways.
  - Maintain a safe distance between your vehicle and vehicle in front of you. In addition, maintain a safe distance between your vehicle and pedestrians, most accidents occur when a safe space is not
- **Modifications to any golf carts are PROHIBITED:**
  - Do not manually adjust the governor this increases liability.
  - Unauthorized suspension modifications are prohibited.
- **Parking & Returning the cart:**
  - Set the parking brake, if installed, remove the key when parked, and return keys to the necessary place when final inspection is completed.
  - **When returning the cart perform the same 360 inspection you did before you started your travel (Always leave the cart better than you started with it!)**
    - Tire pressure- Are there any punctures or nails in the tires?
    - Check brakes for normal function
    - Lights- are all functioning, including any brake lights and turn signals
    - Fuel levels- Where are your gas levels?
    - Cleaning – does it need to be wiped down?
  - **Recharging electric golf carts:**
    - Do not recharge near open flame or ignition source and do not smoke.
    - Only an approved battery charger should be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.)
    - Pour baking soda on all spilled battery acid before cleaning up the spill.
    - If skin is exposed to battery acid, wash thoroughly with soap and cold water.
    - Disconnect the battery charger cords before using the golf cart.
    - Remember to practice safety, do not be the cause of an accident
    - Only leave your cart overnight in areas authorized for storage and ensure you have locked it, if able, and removed the keys.
- **Fueling Gas Powered Carts**
  - Please be careful when fueling the utility carts. Please ensure your supervisors has properly instructed you in fueling before doing it yourself.