

# SAN JACINTO COLLEGE

## Facilities Services

## PROCEDURE

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<b>MANUAL:</b>	Facilities Services	<b>POLICY NO:</b>	FS-PR-3.20
<b>TITLE:</b>	Golf Cart Procedures	<b>PROC. NO:</b>	3.20
<b>RESP:</b>	Assoc. Vice Chancellor – Facilities Services	<b>ORIG. DATE:</b>	2/22/2016
<b>REV. BY:</b>	Assoc. Vice Chancellor – Facilities Services	<b>EFF. DATE:</b>	2/26/2016

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### SCOPE

The Facilities Services department will maintain procedures for usage of Golf Carts on College Campuses. This procedure describes the process for the utilization of Golf Carts.

### DEFINITIONS

Golf Cart - Cart used for transportation of maintenance personnel, parts, equipment, and packages for deliveries throughout the college district.

Gators – Motorized utility carts utilized by Grounds Logistics, and custodial contractor (SSC) to move personnel, material, parts, and equipment throughout the college district.

### ROLES AND RESPONSIBILITIES

Director of Facilities Services Support and Operations – Responsible for oversight of golf cart operations and personnel utilizing carts.

Facilities Support Services Manager - Responsible for delivering annual cart safety briefing.

Trade Supervisors - Responsible for ensuring their teams attend annual safety briefings on cart usage and enforcing procedures in their areas of responsibility.

Director Safety, Health, Environment and Risk – Responsible for creation of Safety related policies and procedures, including Maintenance Department Safety Manual.

### PROCEDURES

#### Cart Usage:

- Cart usage is only available to college facilities employees who have authorization to drive carts.
- College Facilities employees must be briefed on cart usage.
  - o Annual safety briefing conducted by Facilities Support Services manager.
  - o Verify understanding of Golf Cart Driving Guidelines.

#### Cart Driving Guidelines:

- Limit occupants to number of designed seats per cart. 2 person cart vs 4 person cart.
- **DO NOT** overload or unsafely load carts.

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- Reduce speed on blind corners and at intersections.
- Arms and legs should be kept inside canopy while cart is moving.
- Always give right-of-way to pedestrians.
- **DO NOT** drive carts on grass.
- **DO NOT** drive carts on sidewalks.
- Only drive carts suited to the conditions.
- Operators of golf carts should note condition of cart before use.
- Reports unsafe mechanical problems to [maintenance.request@sjcd.edu](mailto:maintenance.request@sjcd.edu) immediately.
- **DO NOT** operate a golf cart that is unsafe to use.
- Observe clearance posting on overhead doors and crossings.
- All carts will have an antenna with a flag to be more visible in campus traffic and parking lots.
- Drive Defensively. Carts operating around motor vehicles are very dangerous. Other drivers are just as likely to run into you as give you the time of day.

Golf carts will utilized loading and unloading zones as well as parking spaces converted from staff parking in close proximity to buildings.

Golf carts are utilized to accomplish Facilities business on SJCD grounds.

- No joy riding, racing, or use outside of normal maintenance use is allowed.
- Facilities carts are not for loan without a driver completing a cart safety briefing.