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Custodian who Learns, Educates, Achieves & Networks Success.  
Providing Safe, Clean, Efficient & Attractive Schools.

# Instructions and cautions for the safe operation and maintenance of electric/gas powered personnel and cargo carriers. (Golf carts)

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School name

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Employee name

**Note:** This set of operating instructions must be read and understood by District Employees prior to the operation of a golf cart which is owned by the District School Board of Pasco County. Prior to operating a cart, each District Employee must sign the roster to signify that a copy of these instructions have been received, read and understood.

**Limitation:** The following instructions and cautions for the safe operation of electric/gas powered personnel and cargo carriers (golf carts) are intended to provide basic instruction and cautions for all classes and makes of carts. The specific make and model of cart at each worksite may have certain features which require additional instruction and/or cautions for that specific vehicle.

## **Authorized operators:**

Only authorized District Employees may operate vehicles owned by the District School Board of Pasco County. It is a violation for any authorized operator to willingly allow or permit any unauthorized person, whether employee or not, to operate a vehicle which is under the control of the authorized operator. Any authorized operator who allows or permits an unauthorized person to operate a vehicle, or who otherwise does not follow and abide by the rules for the safe operation of vehicles will be subject to disciplinary action. No student shall operate any personal or cargo carrier owned by the District School Board of Pasco County.

## **Prior to the initial operation:**

Familiarize yourself with the location and operation of the following controls:

- steering wheel
- service break
- accelerator pedal
- parking brake
- direction selector

## **Operation of the vehicle:**

The handling characteristics of an electric cart may be quite different from other vehicles, therefore it is important that an individual understands the following cautions for the safe operation of the vehicle.

## **Starting the vehicle:**

### **Electric carts.**

- Prior to starting the vehicle, give the vehicle a quick visual inspection. Do not attempt to operate the vehicle if you see obvious damage to the vehicle. Report any damage immediately.
- Check that the tires are inflated to the manufactures specification.
- Make sure that the direction selector is the correct position before attempting to start the vehicle.
- Always apply the service break when starting a vehicle.

- Use only the key provided for the vehicle. Do not use miscellaneous keys or other objects to try to turn the vehicle on.
- Note: Some vehicles allow the key to be removed on the “ON” position. Do not start the vehicle and remove the key.

## Starting the vehicle:

### Gas powered carts.

- Prior to starting the vehicle, give the vehicle a quick visual inspection. Do not attempt to operate the vehicle if you see obvious damage to the vehicle. Report any damage immediately.
- Check the fuel level. Fill as necessary. Use unleaded fuel only.
- Check the engine oil.  
Make sure the machine is level when checking the oil. Always take 2 readings of the dipstick before adding oil. If the oil level is below the full mark, add just enough oil to the engine to bring the oil level up to the full mark. **Never over fill.**
- Check that the air filter is clean.
- Check the engine for signs of leaks.
- Check condition of the fuel hoses, they should not be dried, cracked, frayed, or worn and you should see and hear no leaks.
- Check the condition of the drive belt, it should not be dried, cracked frayed, or worn.
- Check that the tires are inflated to the manufactures specification.
- Make sure that the direction selector is the correct position before attempting to start the vehicle (neutral).
- Always apply the service break when starting a vehicle.
- Use only the key provided for the vehicle. Do not use miscellaneous keys or other objects to try to turn the vehicle on.
- Note: Some vehicles allow the key to be removed on the “ON” position. Do not start the vehicle and remove the key.
- On a cold start, depress the brake pedal, make sure the cart is in neutral, pull out the choke lever, and depress the accelerator pedal down about ¼ throttle. When the engine starts, release the choke lever and push it back in. while holding the break on and the cart in neutral, let the engine warm up. When the engine is warm, release the accelerator pedal and the engine will shut off. Set the direction selector to the direction you want to go then restart the motor. To restart when the motor is warm you do not have to use the choke, just depress the accelerator pedal. **Never** switch the direction selector while the motor is running. **Always** shut the motor down, then switch the direction selector.

## Driving:

- Never operate vehicle on a public roadway. They are not licensed for such use.
- Stay in designated areas on the Board's property and restrict the use of operation from areas of regular vehicle traffic when other vehicles (such as automobiles and buses) are present. Never operate a vehicle near buses during unloading or loading operations. Remember, these vehicles are small and are difficult to see by drivers who are pulling out or backing up.
- Operation of a vehicle on sidewalks or other areas adjacent to buildings should be limited where there is potential for striking and or being struck by an open door. Extra caution should be exercised when the operator knows that buildings are occupied, such as during the school day.
- Use extreme caution in operating the vehicle when pedestrians are present. Pedestrians have the right of way, and drivers should yield to pedestrian traffic.
- Drive the vehicle only as fast as terrain and safety considerations allow. Consider the terrain (grass or pavement; flat surface or slope) and existing traffic conditions. Also consider environmental factors, such as rain and wind, which may affect the terrain and/or operation of the vehicle.
- Use extra care and reduced speed when traveling on a poor surface, such as loose dirt, wet grass, gravel, or the like. Avoid extremely rough terrain.
- Slow down before and during turns. All turns should be executed at a reduced speed.
- Slow down and use extra caution when rounding a corner of a building or any other area which may cause a blind spot. All corners should be rounded at a reduced speed.
- Always check the area behind the vehicle before reversing or backing up.
- Avoid driving fast down an incline. Sudden stops or change of direction may result in loss of control. Use the service brake to control speed when traveling down an incline.
- Use extra care when driving the vehicle across an incline. On steeper inclines/slopes, all travel should be directly up or down the incline/slope.
- Use extra care when operating near the edge of the sidewalk or any other paved surface which may be higher than the adjacent ground. Driving off a raised area can cause a vehicle to tip and can cause serious injury to the operator and/or passengers and damage to the vehicle.
- Use caution when driving from a paved to an unpaved or grassy area, and from an unpaved area back to a paved area. If curbs are present, use areas where the curb is cut. Do not "ram" a curb at high speed to go up the curb, or "fly" off the curb at high speed to go down the curb. Both actions can damage the steering mechanism and undercarriage of the vehicle.
- Always remain seated and hold on while the vehicle is in motion. Keep head, feet, legs, hands and arms inside the vehicle.
- Always bring the vehicle to a complete stop before shifting the direction selector.
- Always bring the vehicle to a complete stop before attempting to get off.

## **Parking:**

- Engage the parking brake whenever the vehicle is parked. Turn the key to the “OFF” position. Place the direction selector in the neutral (N) position. Take the key. **Never** leave an unattended vehicle, even for a moment, with the key in the switch.

## **Transporting cargo:**

- Know the specific cargo/weight restrictions for the specific vehicle you are operating.
- Do not overload the vehicle. If in doubt, take two trips rather than one. An overloaded vehicle may damage the vehicle and may significantly affect the handling characteristics of the vehicle.
- Secure all cargo to prevent shifting of the cargo and damage to the cargo or driver.
- Operate the vehicle with cargo in mind. Modify your speed, breaking, and cornering to fit the load.
- Keep in mind that the handling characteristics of a loaded vehicle will be affected to a greater degree by terrain conditions, surface condition, and environmental conditions than an unloaded vehicle.
- Do not transport large objects that may raise the center of gravity and increase the risk of tipping over.
- Keep cargo within the confines of the vehicle. Do not load cargo so that it protrudes from the sides, as this increases the potential for damage to other objects and to the vehicle.
- Keep the cargo cautions listed above in mind at all times, regardless of the length of the trip. An accident can occur during a short trip just as easily as on a trip of long distance.

## **Transporting passengers:**

- Know the specific passenger/weight restrictions for the specific vehicle you’re operating.
- Know the occupant/ passenger limitations/ maximums per seat for the specific vehicle you are operating. Do not allow passengers to exceed the occupant maximum per seat.
- Do not transport passengers in the cargo area. Passengers must sit in designated seating only.
- Prior to placing the vehicle in motion, make sure that all passengers are seated. Inform passengers when the vehicle is about to be placed in motion. If transporting students, inform students to “always remain seated and hold on while the vehicle is in motion, and to keep head, feet, legs, hands, and arms inside the vehicle.”
- If a passenger does not follow the instructions of the driver, or if students engage in horseplay or other activity which made compromise the safe operation of the vehicle or the safety of the driver or other passengers, **STOP THE VEHICLE IMMEDIATELY.**

- When preparing to stop at an unloading site, inform all passengers to “remain seated until the vehicle comes to a complete stop.” Shut the vehicle off, or engage both the service and parking brake while passengers are unloading.
- Operate the vehicle with passengers in mind. Modify your speed, braking, and cornering to fit the load.
- Keep in mind that the handling characteristics of a loaded vehicle will be affected to a greater degree by terrain conditions, surface condition, and environmental conditions, than an unloaded vehicle.
- Keep the occupant/passenger cautions listed above in mind at all times, regardless of the length of the trip. An accident can occur during a short trip just as easily as on a trip of long distance.

### **Maintenance/ Charging of vehicle:**

Extreme caution must be exercised when charging the vehicle and/or when servicing the vehicle or battery. Refer to the owner’s manual for a specific model for instructions and cautions.

**Do not attempt to service or charge the vehicle unless you have been trained to do so.**

### **Recommended Maintenance:**

- Check the engine oil daily. Fill as needed.
- Check the tire pressure daily.
- Check water in batteries weekly. Fill as needed, use distilled water only.
- Check the air filter weekly, clean as necessary.
- Grease the zirk fittings every month.
- Change the oil and filter every 3 months.
- Change the fuel filter every year.

**Acknowledgement of Training: Golf Cart Safety.**

**Name of worksite** \_\_\_\_\_

The individuals listed below, by signing their name, attest to having read and achieved understanding of the **INSTRUCTIONS AND CAUTIONS FOR THE SAFE OPERATION AND MAINTENANCE OF ELECTRIC PERSONNEL AND CARGO CARRIERS (GOLF CARTS).**

**Only individuals who are listed on this sheet or authorized to operate such vehicles which are owned by the District School Board of Pasco County.**

**Note:** It is a violation for any authorized individual to willingly allow or permit any unauthorized user, whether employee or not, to operate a vehicle which is under the authorized control. Any authorized user who allows or permits an unauthorized user to operate a vehicle, or who otherwise does not follow and abide by the rules for the safe operation of vehicles will be subject to disciplinary action.

**Name (Printed)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date signed** \_\_\_\_\_

Please print, sign, scan, and email this portion back to David Van Mensel at [Custodial Services. dvanmens@pasco.k12.fl.us](mailto:dvanmens@pasco.k12.fl.us) Keep a signed copy in the employee's file at the worksite.