

## Purpose

Golf carts are traditionally used to transport personnel across campus common areas quickly and quietly. Recognizing that a golf cart is a moving vehicle, FVCC has established procedures for the safe operation of this vehicle.

## Procedures for Safe Operations of Golf Cart:

- Golf carts should be operated on campus roadways. Sidewalks should be used only where roadways and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.
- Golf carts cannot be taken off FVCC campus property.
- On the campus of FVCC, the pedestrian always has the right-of-way. Operators of the golf cart will permit this right-of-way.
- 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.
- Never back up without making sure there is no person or obstructions behind the cart.
- Never shift gears in reverse or forward while the vehicle is in motion.
- A golf cart should be operated on campus at a speed equivalent to a well-paced walk and *no faster than fifteen-mph*.
- Golf cart operators shall possess a valid driver's license and observe all Montana vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
- Avoid operating a golf cart on landscaped lawns.
- Reduce speed to compensate for inclines, pedestrians, and weather conditions.
- Maintain adequate distance between vehicles and pedestrians.
- Approach sharp or blind corners with caution and reduce speed.
- Use extreme care at building entrances and upon entering/exiting enclosed areas.
- Never leave the keys in the golf cart when unattended.
- Do not exceed the passenger limit, seating designation, capacity, or load capacity designated by the vehicle's manufacturer.
- Drivers involved in an accident must immediately report the incident to their supervisor and to Campus Safety, regardless of whether property damage or personal injury.
- Accidents involving injury must be reported to Campus Safety and the injured employee's immediate supervisor.
- Link for Safety video: <https://binged.it/2Ib6V4Z>, Campus Safety (406)270-4555

**I have read the Flathead Valley Community College Golf Cart Safety Procedures and will adhere to all of the stated requirements. Failure to comply with the safety procedures may result in disciplinary action and loss of cart driving privileges.**

Name of Driver and signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Supervisor and signature \_\_\_\_\_ Date \_\_\_\_\_