Golf Carts Service Vehicles Training Checklist

Tips For Preventing Service Vehicle Accidents

- Verify all service vehicle operators have completed the service vehicle training checklist documenting completion of training.
- Service vehicles should be inspected and are routinely evaluated by automotive technicians.
- Supervisors should be conducting continuous monitoring and implementing disciplinary action where necessary.
- Operators should remember pedestrians always have the right of way.
- If you see any pedestrian approaching your path of travel, reduce your speed in anticipation that they may not see you. Stop, if necessary.
- Do not pass pedestrians.
- When pedestrians are present, cart speed shall be reduced to a walking pace. The operator shall either stop, or go around groups of people, even if the Utility Cart has to leave the sidewalk and drive on the grass.
- Keep your speed within the limit and always wear equipped seat belts.
- No passengers are allowed in back cargo area or any other part a vehicle that doesn’t have an assigned seat.
- Only one driver and one passenger are allowed in golf cart service vehicles.
- All vehicles must be operated safely which includes keeping all arms and legs inside the driver compartment. All drivers and passengers must be seated.
- Do not leave any unattended vehicle with the engine running, or the keys in the ignition or doors.
- All equipment and supplies loaded should be secured and within the constraints of the cargo space.
- Vehicles must be parked away from pedestrian pathways or building entrances. Loading docks and Facilities Management designated parking spaces are available.
- Vehicle should not be modified. This includes buggy cords for holding doors open, installation of radios, electrical system, etc.

GROUP DISCUSSION TOPICS:

- Has anyone in this group not received training?
- Has anyone been involved in a service vehicle accident? If so, how could it have been prevented?
- Does your service vehicle have a letter and number affixed?
- Is your service vehicles equipped with a service vehicle restriction map? If not, FM Automotive can provide one.
- Has anyone violated this policy or modified their service vehicle?
- For your safety we will be closely monitor operators.

OVERVIEW OF FACT SHEET

Service vehicles such as golf carts have become essential to maintaining and servicing University facilities and academic functions. However, these vehicles pose significant risk for operators and pedestrians. Therefore, the University of North Carolina at Charlotte created Policy # 85 Service Vehicles on Campus. [https://legal.uncc.edu/policies/up-604.3](https://legal.uncc.edu/policies/up-604.3). This policy requires departments to provide service vehicle training, continuous monitoring, inspection and as necessary disciplinary action.

The employee plays a vital role in the safe operation of service vehicles. **EMPLOYEES** who operate service vehicles will be responsible for safe operation and compliance with Policy 604.3.

If there is an accident involving a service vehicle it must be reported to department supervisor and Police and Public Safety Office immediately. The vehicle must be tagged out of service immediately and evaluated by a trained mechanic. Once the vehicle has been deemed safe it will be returned to service.

If you have any questions, please contact the Environmental Health and Safety Office at 704-687-1111.
Introduction: Service vehicles such as golf carts have become essential to maintaining and servicing University facilities and academic functions. However, these vehicles pose significant risk for operators and pedestrians. Therefore, the University of North Carolina at Charlotte created Policy # 604.3 Service Vehicles on Campus. This policy requires operators to be trained and the following checklist can be used to document training. This form should be maintained at the department level.

EMPLOYEE INFORMATION

Name of Employee: ___________________________ UNCC ID#: ___________________________
GENDER: ____________ Male ____________ Female

Home Address: ___________________________
City: ___________________________
Zip Code: ___________________________
Home Phone#: ___________________________

Job Title: ___________________________
Department: ___________________________
Department Phone: ___________________________

Employment: ______ Full Time ______ Part Time ______ Other ______
Driver’s License #: ___________________________

TRAINING SECTION

Please check the appropriate box and sign.

☐ Employee must review Policy Statement #604.3 Service Vehicles on Campus.


☐ An experienced operator must complete a practice driving session with trainee. This must be completed in a safe location such as open parking lot and consist of the following:

☐ Conducted visual overview of service vehicle and safe driving techniques.

☐ Showed vehicle controls and adjustments.

☐ Explain to employee not to perform maintenance task unless you have received proper training/instruction.

☐ Monitored employee on campus driving techniques (i.e. backing, two hands on the steering wheel, wide turns, braking, smooth acceleration and general awareness.

SIGNATURES

Employee Signature: ___________________________ Date: ___________________________

Supervisor Signature: ___________________________ Date: ___________________________

FOR STUDENT EMPLOYEE ONLY:

Authorizing Vice Chancellor or designee Signature: ___________________________ Date: ___________________________