



British Columbia Institute of Technology

BCIT Safety Manual

GOLF CART SAFETY



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1. Purpose

Golf carts are used for the transportation of persons and utility purposes. BCIT has established procedures for the safe operation of these vehicles.

2. Roles and Responsibilities

2.1 Employees

- Follow Golf Cart Safety Program
- Maintain a valid BC Driver's License
- Perform pre-use inspection as outlined in this program
- Do not operate a golf cart that's found to be deficient
- Report any accidents to their supervisor

2.2 Supervisors

- Ensure employees under their supervision is trained to safely operate a golf cart
- Ensure employee has a valid BC Driver's License
- Remove golf carts from service that are found to have deficiencies
- Maintain documentation of training

2.3 Facilities Management

- Regularly inspect and maintain the fleet as required by manufacturer and motor vehicle regulations, with the exception of golf carts operated by the BCIT Students Association and the School of Construction & the Environment.

3. Training

Prior to the first use of a cart, it is the responsibility of the Supervisor to provide training, including:

- Golf Cart Safety Program
- Pre-use inspection procedures
- General use procedures
- Charging procedures



After completion of training, Supervisors must have employees complete the training acknowledgement form (Appendix A).

4. Procedures

4.1 *Pre-Use Inspection*

- Check tire condition and inflation
- Verify operation of brakes
- Confirm condition of battery (indication of leakage)
- Verify condition of all safety equipment
 - Lights, horn, turn signals, mirrors
- If any deficiencies are found, remove cart from services and report to Supervisor and Facilities.

4.2 *General Use*

- Golf carts should be operated on campus roadways. Sidewalks should be used only where roadways and or parking lots are not available.
- Pedestrian always has the right-of-way. If operating on a sidewalk, pull off the sidewalk to pass the pedestrians or stop until the pedestrians pass.
- No golf cart is to be operated with more passengers than seating is provided.
- Total weight of equipment and passengers is not to exceed cart rating.
- 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 the golf cart without ensuring the area is clear of persons or obstructions.
- Never shift gears while the vehicle is in motion.
- Loads must be adequately secured and flagged. Avoid transporting oversized objects.
- Observe all the Province of British Columbia's motor 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 / existing enclosed areas.
- Use parking areas posted for golf carts, or a services parking space.
- When not in use, place the golf cart control lever in the park or neutral position, remove and secure the key and set the parking pedal brake.

4.3 Charging

- Do not smoke near the recharge station.
- Only an approved battery charger will be used to recharge the batteries
- Do not recharge near an open flame or source of ignition.
- Report any indications of battery fluid leakage. Do not attempt to clean up.
- Disconnect all battery charger cords before using the golf cart.

5. Documentation

- Supervisors are responsible for maintaining training documentation
- Facilities services is responsible for maintaining inspection/maintenance records

6. Program Review

The annual review will be done by the Occupational Health and Safety Group.



Appendix A – Training Acknowledgement Form



GOLF CART SAFETY TRAINING ACKNOWLEDGEMENT FORM

This document verifies that BCIT employee (name below) has received appropriate training to safely inspect and operate a golf cart at BCIT.

Check off the topics as they are covered in the training:

- Copy of Golf Cart Safety Program provided to employee
- Employee has a current and valid BC Driver's license
- Pre-use inspection Procedures
- General use Procedures
- Charging Procedures

The employee can request additional training from their Supervisor.

EMPLOYEE	Name	Signature	Date
SUPERVISOR	Name	Signature	Date

This document will be kept by the Supervisor.