

Golf Cart/ATV Usage

Golf carts and ATVs are considered vehicles. When driving or parking a golf cart/ATV, they are to be driven on the street/driveways/parking lots as much as possible. Driving on the sidewalks should be kept to a minimum. Please be courteous to the pedestrians when driving on the sidewalks to reach a destination. Golf carts should be kept off the grass as much as possible. If possible, do not park carts on the grass or sidewalks. Prior to operating a golf cart each employee or student is required to review the Utility Vehicle Safety PPT and complete a Utility Vehicle Training Acknowledgement.

To request instruction and certification to operate a golf cart or other utility vehicle on the Dalton State Campus or event, contact Risk Management at 706-272-4465 or mmasters@daltonstate.edu.







Safety Rules





- Always use both hands for steering.
- Drive very slowly when turning.
 - Slow down before entering the turn
 - Maintain an even speed through the turn

Safety Rules




- Reduce speed and exercise extreme caution on slopes or on rough ground.
- DO NOT overload vehicle and avoid shifting loads. Reduce load when operating over rough or hilly terrain.
- DO NOT stop or start suddenly when going uphill or downhill. Be especially cautious when changing direction on slopes.
- Stay alert for holes, rocks, and other hidden hazards in the terrain.
- Keep front wheels straight at crest of hill or going over bumps.
- When descending a hill, remove foot from accelerator and apply brakes to reduce speed and maintain control.

CAUTION: PARK VEHICLE SAFELY

- 1. Stop the vehicle on a level surface, not on a slope.
- 2. Lock park brake.
- 3. STOP engine.
- 4. Remove key.
- 5. Before you leave the operator's seat, wait for engine and all moving parts to STOP.

Safety Rules



- Never operate utility vehicle while standing.
- Never operate utility vehicle with the cargo box raised if equipped.

Safety Rules

- To provide adequate braking ability and traction, do not tow any attachment or a loaded trailer unless the utility vehicle cargo box is fully loaded.



Safety Rules



- Never leave vehicle unattended when it is running.
- Avoid sudden starts, stops, or turns.

Safety Rules



- Always use a level turn-around area.
- Be alert at all times, drive forward and in reverse carefully. People can move quickly into an area of operation.
- Back carefully. Look behind the vehicle before backing up.
- Use available mirrors for safer operations.

Handling Fuel Safely



- Fuel and fuel vapors are highly flammable:
 - DO NOT refuel machine while you smoke, when machine is near an open flame or sparks, or when engine is running. STOP engine.
 - Fill fuel tank outdoors.
 - Prevent fires: clean oil, grease and dirt from machine. Clean up spilled fuel immediately.
 - Do NOT store machine with fuel in tank in a building where fumes may reach an open flame or spark.

Handling Fuel Safely



- Prevent fire and explosion caused by static electric discharge. Use only non-metal, portable fuel containers approved by the Underwriter's Laboratory (U.L.) or the American Society for Testing & Materials (ASTM). If using a funnel, make sure it is plastic and has no screen or filter.
- Static electric discharge can ignite gasoline vapors in an ungrounded fuel container. Remove the fuel container from the bed of a vehicle or the trunk of a car and place on the ground away from the vehicle before filling. Keep nozzle in contact with container opening while filling.
- When practical, remove equipment from trailers or truck beds and refuel them on the ground. If this is not possible, use a portable, plastic fuel container to refuel equipment on a truck bed or trailer.

Always operate vehicles in a safe and responsible manner.

Each Driver must show proficiency in operation of the cart they will be driving.

Violators of safety rules may be subject to disciplinary action.

Dalton State College Utility Vehicle Training Acknowledgement

I have reviewed the utility vehicle safety PPT and I understand I need to:

1. Perform a walk around to identify and problems; tire pressure, damage, loose items, etc.
2. Operate the vehicle cautiously and only on campus.
3. Not overload the vehicle.
4. Not jump curbs, drive too fast for conditions (pedestrian traffic, etc.), or operate in any unsafe manner.
5. Follow Plant Operation's vehicle fueling procedures.
6. REPORT ANY DAMAGE OR ACCIDENTS TO PUBLIC SAFETY IMMEDIATELY! 706-272-4461
7. Ask for help if I do not understand anything about the vehicle operation or other.
8. I have received in-person training on the proper operation of the vehicle I will be driving. I feel comfortable in operating the vehicle. Training will include an overview of starting the vehicle, stopping the vehicle, shifting the vehicle, using safety equipment such as mirrors, properly backing the vehicle, driving on sidewalks vs campus roadways while keeping safety and speed in mind, proper turning, and general operation. Date training completed ____/____/____

Sign _____ Date ____/____/____