



Sarasota County Schools

Golf Cart and Low Speed Vehicle (LSV) Operation Guidelines

These guidelines are written in accordance with 29 CFR 1910 as required by the U.S. Department of Labor, Occupational Safety and Health Administration. 49 CFR 571.500 of the NHTSA and Florida Statute 316.212

Effective Date: July 1, 2019

I. Purpose:

The purpose of these guidelines is to ensure the safe operation of golf carts and low speed vehicles (LSV) on Sarasota County Schools campuses, to make all operators aware of the hazards that exist and to prevent any damage or injuries that may occur while operating such vehicles. Golf carts and LSVs are widely used in Sarasota County Schools for moving people, delivering mail, supplies, equipment, etc. Golf carts and LSVs are involved in accidents on school and college campuses nationwide each year that result in injury, death, and property damage. Safe working practices are important, and safety is everyone's responsibility. All employees who operate any type of golf cart or LSV, electric or gas, shall be trained and certified before operating these vehicles and shall be authorized to drive the vehicle.

II. Statement of Program:

It is the policy of the Sarasota County Schools to provide employees, students and visitors with a safe and healthful environment. These Guidelines and training program regulating the usage of golf carts and low speed vehicles on Sarasota County Schools campuses has been created with the intent of ensuring a safe working and learning environment.

III. Definition:

The words cart and Low Speed Vehicle (LSV) will be synonymous with each other in this document.

IV. Guidelines:

- Golf carts are to be used for job-related duties only. The duties include (but are not limited to): transporting people or equipment, patrolling campus grounds, emergency response, or providing access to areas inaccessible by motor vehicle.
- Familiarize yourself with the condition, operation of the cart prior to operation.
- Operators must possess a valid Florida Driver's License.
- Operators must be 18 years of age or older.
- Drivers of golf carts or LSVs must follow all FDOT rules and regulations while operation on SCSB campuses.
- Golf carts must be operated in accordance with manufacturer's Safety and Operating Instructions.
- Non-employees are not permitted to operate golf carts.
- All operators must receive in-service and safety training specific to the vehicle which they are driving.
- Operators will not exceed operational safe speed nor 10 MPH in carts.
- Operators shall not use cell phones or other communication devices while driving.
- Operators shall not operate vehicles outside the grounds of a SCSB campus.

- Golf carts are to be operated during daylight hours only, unless they are equipped for night time use.
- Pedestrians have the right of way; carts must yield to pedestrians on sidewalks. If approaching pedestrians reduce speed to ensure no accidents.
- Carts are to be operated with the utmost courtesy, care and consideration for the safety of pedestrians and school property. Pedestrians shall be given the right-of-way at all times.
- Golf carts shall not be operated in a manner that may endanger people or damage school property.
- Golf carts will not be driven through covered walkways (breezeways) except under the following circumstances: emergencies, medical, police or safety operations.
- Drivers and passengers must remain seated and keep their entire body within the vehicle while in operation.
- Do not exceed the maximum safe occupancy of the vehicle.
- Riding on back, front or sides is not permitted.
- Do not exceed the recommended load capacity for the vehicle.
- All loads must be properly secured, within allowed limits and not protrude from vehicle.
- When the golf cart is not in use, place the golf cart control lever in 'neutral' and set the parking brake.
- Carts are to be parked away from heavily traveled pedestrian areas. No parking on concrete surfaces, in front of emergency devices such as fire hydrants, emergency exits or in front of building entrances.
- Never leave the keys in the golf cart when unattended.
- Charging of electric carts and fueling of gas powered carts will be done in a well-ventilated area clear of any ignition sources.
- No modifications shall be done without the approval of the manufacturer.

V. Responsibilities: Supervisors and employees operating carts have specific responsibilities for ensuring that these vehicles are operated in a safe manner pursuant to the Sarasota County Schools guidelines and maintained in accordance with the manufacturer's guidelines.

1. Operators:
 - Shall acknowledge and comply with this Golf Cart/LSV Safety Program.
 - If an accident/incident involves an injury or property damage, it must be reported as soon as possible to the operator's supervisor.
 - Do not eat, drink, smoke or read while operating a golf cart.
 - Inspect the vehicle before operating and document any problems.
2. Departments:
 - All repairs and maintenance costs for department carts and LSVs.
 - All preventative maintenance and repair records for their carts and LSVs.
 - Keeping all original equipment and safety features in good working order.

- Ensure that cart is parked in a secure area that is either enclosed in a locked building or fenced area that is gated to prevent theft.
3. Supervisors:
 - Ensure that drivers are licensed and have completed the approved safety training prior to operating the vehicle.
 - Perform timely corrective action for any employee infractions of these guidelines.
 - Ensure carts are operating properly, and that repairs are made immediately if presenting an unsafe condition.
 4. Department Safety Manager:
 - Provide the appropriate training for employees of the department.
 - Assist supervisors with compliance of these guidelines.

VI. Training:

- Will consist of a safety video concerning the safe usage of golf carts and low speed vehicles and a written exam.
- The operator shall have passed both the written and practical exams with an 80% in order to have certification issued.

VII. Disciplinary Action:

Any failure to adhere to this policy, including failing to follow all motor vehicle laws and safe driving practices, may result in the following:

- First Offense: Supervisor to coach employee and employee should revisit guidelines
- Second Offense: Supervisor to coach employee and employee should revisit guidelines, including training video
- Third Offense: Supervisor may remove cart driving privileges and employee will need to revisit training guidelines.