

Golf Cart Shuttle Service

Sam Houston State University & High School Commencement Programs
Bernard G. Johnson Coliseum
Driver Policy & Procedures

1. All Drivers must be on the University Drivers List and be cleared. Some University Departments ask that drivers complete additional paperwork and waivers.
2. Drivers are asked to report to Head of Ushers and check-in when arriving for commencement. Then, drivers shall report to the Head Electrician on duty for golf cart keys and instructions.
3. Cart Drivers will receive a hand radio (channel 5). This will assist with the pick-up and drop-off of commencement guest.
4. It is important that all cart drivers follow the Shuttle Service Pick-up and Drop-off Route Plan.
5. Golf Cart Drivers must seek permission from the Head Electrician, Coliseum Manager, and/or a Commencement Convocation Member should they have a need to abort the Shuttle Service Route Plan and take the cart elsewhere.
6. Drivers must use head lights when driving at night. Recreational Sports will assist with the shuttle endeavor and turn on all intramural field lights during evening ceremonies.
7. Drivers are asked to return the carts 10 minutes after the start of commencement for re-charging. Carts should be backed into the east tunnel drive, all the way into the tunnel. Drivers should report back to the Head Electrician.
8. Cart Drivers should dress appropriately and represent the University in a professional and diligent manor.
9. It is permissible for drivers to receive tips from patrons however, it is inappropriate for drivers to have a tip jar present.

