



SHSU Golf Cart Use Policy

Riders/Drivers

All riders and drivers must be on the University-approved driving list. "Hitchhikers" are not permitted. A list of approved UCS drivers is available online at http://www.shsu.edu/~ucs_www/staff/driverlist.pdf.

Logistics

- To avoid damage to the landscape, do not drive or park on the grass unless there is no alternative. Departmental carts should not create worn paths through the lawns.
- Ensure that the cart does not block easy building access and/or pedestrian paths.
- Take exceptional care to not park in or block ADA paths or spaces. Make sure there is sufficient space for wheelchairs to easily pass by the cart.

Insurance restrictions prohibit use of the University carts on city streets. If you have any questions regarding which streets are considered Huntsville streets rather than campus roadways, please check with a supervisor.

Security

- Take keys whenever you leave the cart.
- The chain that secures the golf carts in the storage facility next to the post office must remain locked whenever a cart is being stored there.
- Carts must be secured at the Post Office or Sam South at the end of the day.
- The trailer should be secured at the end of the day.

Courtesy

- ✓ Pedestrians have the right-of-way. Yield to them whenever they are within any close distance. For example, on the narrow sidewalk by the Music Building, stop the cart and wait for the pedestrian to pass.
- ✓ Drive slowly and responsibly..



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Safety

Drive at a minimum, responsible speed to help ensure safety for yourself, your passenger, the equipment you're transporting, and campus pedestrians.

Seatbelts must be fastened while cart is in motion.

Always yield to pedestrians.

General

- Keys must be kept in the key cabinet unless in use.
- Carts must be labeled with a Texas/SHSU sticker.
- Each driver should ensure that no trash is left in the cart.
- Carts must be inspected at the start and end of each day.
- University insurance cards must be kept in the carts at all times.
- When returning a cart, please ensure that you plug it back in so that it can re-charge.
- Each user of the cart should inspect the cart for damage and safety prior to its use. Any observations of damage, malfunction or safety issues must immediately be reported to your supervisor.

Cart Loans to another Department

Departments borrowing carts must complete a Golf Cart Use check-out form. They must

1. Confirm only University-licensed drivers will drive the cart,
2. Accept departmental responsibility for any damage that may occur,
3. Assure compliance with all the Safety, Security, Courtesy, General, and Logistics rules,
4. Make arrangements for returning the cart and/or securing the cart if not during 8-5 Mon-Friday.

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Computer Services Golf Cart Check Out Sheet

Number of Carts Issued: _____

Date and Time Checked Out: _____

Planned Return Time _____

Borrowing Department _____

Reason for Cart Use _____

Borrower's Username _____

ONLY authorized drivers on the University-approved Driving List are allowed to drive the cart. Please list every driver's username. If a driver is not listed here, they cannot drive the cart.

Four sets of horizontal lines for listing driver usernames.

Note that if any damage occurs to the golf carts while they are in your possession, your department will be charged for the cost of repairs.

Department account # _____

If any of these requests are not followed your department will lose cart privileges.

Signing below indicates that you have read the attached directions regarding Drivers, Logistics, Courtesy, Safety, and Security and agree to abide by the same. You also agree that you will provide any delegated drivers the same directions and ensure they are in compliance.

Date and Time Returned: _____

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