

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ENVIRONMENTAL HEALTH & SAFETY

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GOLF & SERVICE CARTS SAFETY PROCEDURES AND GUIDELINES

In response to recent incidents involving motorized golf & service carts, the Environmental Health & Safety Department would like to remind you of the following safety procedures and guidelines for the safe use and operations of these carts on all District property.

1. All authorized drivers must be a school District employee or a certified police officer and hold a valid Florida driver's license. The license must remain with the driver at all times while operating the cart. Driver license permits are not acceptable. Do not allow student(s) to operate any carts.
2. Do not operate the cart on the sidewalk or in the enclosed or covered corridors of schools when students, staff, or visitors are present or during class changes except under the following circumstances:
 - a. Medical Emergency
 - b. Police Emergency
 - c. Safety Emergency
3. Do not leave the cart parked on a sidewalk or in a corridor when the school is occupied with students during normal school hours. This decreases the accessible width of the sidewalk or corridor that is required during an emergency evacuation.
4. Do not leave the cart key, school keys, school portable radio, or any other valuable equipment unattended in the cart. When leaving the cart, turn the cart off and set the brake, if provided.
5. Do not store or park the cart in any student occupied room. Store carts in a storage room that is large enough to properly park them. This does not include a flammable storage or air handler rooms.
6. Do not allow more people than there are seats available to ride on the cart.
 - a. Passengers must stay seated at all times.
 - b. Do not allow any passengers to sit in the back of any utility type cart.
7. Check the following items for the battery charging unit for the cart:
 - a. The electrical outlet; it should be a GFCI outlet on the proper size circuit for the battery charger.
 - b. The cables between the electrical outlet, the battery charger, and the golf cart. Replace any damaged cables immediately.
 - c. The condition of the battery charger.
 - d. The use of extension cords is prohibited.
8. If carts are driven in the school or other District site parking lots and driveways, a sign will need to be posted at the entrances to the school or District site advising drivers to be cautious of slow moving vehicles. This sign is available in The District Sign Shop and a work order is required by the site.

9. Large vehicles have “right of way”. Carts must yield to larger vehicles. Keep to the right in driveways or parking lots to allow larger vehicles to pass and yield to pedestrians.
10. Carts must adhere to “School Bus” policy in our school bus drives. All traffic must come to a full and complete stop, do not pass buses, until all students boarding and/or disembarking the school buses are clear.
11. Per Florida State Statute 316.212, carts are not allowed on **PUBLIC ROADS** or **SIDEWALKS** located outside of the school site without prior approval of the authority having jurisdiction.
12. All carts must be equipped with efficient brakes, reliable steering apparatus, safe tires, a rear view mirror, and red reflectorized warning device in both the front and rear. Additionally, the cart must be equipped with headlights if it is to be operated in the evening. All carts without headlights may only be operated between sunrise and sunset.
13. Operators are responsible for obtaining necessary and routine maintenance on their carts. Routine maintenance should be performed at least semi-annually. Please go to the following website:
http://www.broward.k12.fl.us/supply/docs/contracts/12-006R_20Cart_20Repair.pdf.
Maintenance records must be kept in the school files for two years. Carts deemed unsafe for use will be taken out of service and repaired or disposed of. Please follow all District’s applicable procedures for the surplus of tangible equipment.
14. All carts shall be operated in accordance with the manufacturer’s recommendations. Carts shall not be modified in any manner that affects the recommended mode of operations, speed, or safety of the vehicle.
15. Operators must report all accidents involving any carts immediately to their supervisor and to follow the school districts procedures for reporting vehicle accidents, regardless of whether property damage or any injury occurred.
16. Post the attached Safety Operating Rules, Exhibit A inside the cart.
17. Please have each person, authorized to operate a golf cart type vehicle, fill out the attached form, Exhibit B, and process the form as listed.
18. Please operate the cart in a responsible manner. You may be responsible for damages caused by these types of vehicles.

If you have any questions, **please contact the Environmental Health & Safety Department at 754-321-4200.**

EXHIBIT A
GOLF CART & SERVICE VEHICLE
SAFETY OPERATING RULES

Operators please be aware of the following safe operating rules:

- Hands and feet should be kept inside the vehicle at all times.
- Vehicles should only be driven in designated areas.
- When leaving the vehicle, set the brake if provided and turn off the vehicle.
- Slow down before corners.
- Do not move the vehicle until occupants are seated.
- Occupants should remain seated while the vehicle is in motion.
- Be extra careful when the location is wet.
- Do not leave the vehicle keys, school keys, radio, or any other valuable equipment unattended.
- Do not allow any occupants to sit in the bed of the utility type vehicle.
- Stop vehicle at all blind intersections and sound the horn before proceeding.

EXHIBIT B
SCHOOL BOARD OF BROWARD COUNTY
GOLF CART & SERVICE AUTHORIZATION FORM

FISCAL SCHOOL YEAR _____

PLEASE PRINT YOUR INFORMATION	
School/District Site:	
Name of Driver:	
Employee ID#:	
Authorized to use golf cart type vehicle	Yes No
Use (e.g., Operations, Maintenance, Security, etc.)	

(To be signed by Operator of golf cart-type vehicles)

I, _____, have read and understood the Procedures and Guidelines on the Use of Golf Cart-Type Vehicles at _____ and will adhere to all of the requirements identified in the Procedures and Guidelines.

Signature of Vehicle Operator: _____

Date: _____

Administrator's Name: _____ **Approved:** **Yes** **No**

Administrator's Signature: _____ **Date:** _____

NOTE:

Keep one copy on file at your location and forward a copy to the Safety Department