

Protecting Our Parishes, Missions, and Schools

Golf Cart Safety



Employees driving around in golf carts are not an unusual sight in today's church workplace. They are used to move people or deliver mail, interoffice supplies, and even tools and equipment. They are also an efficient means of transportation for grounds keepers, maintenance workers, and church employees and guest.

Golf carts are involved in a number of accidents each year, resulting in personal injury, death, and property damage. To prevent accidents in the workplace, all employees who operate electric or gasoline powered golf carts must be trained before using the vehicles. This training should include the proper procedures for operating and maintaining golf carts.

Operating a Golf Cart

- Drivers and passengers must remain seated while the vehicle is moving.
- Allow only authorized employees to drive the carts.
- Never exceed the number of available seats for the number of passengers.
- Only allow towing by those golf carts originally designed for towing.
- Slow down and honk the horn at all intersections.
- Reduce speed when approaching pedestrians, who always have the right of way.
- Use the safety mirrors at each intersection to ensure pedestrian safety.
- Reduce speed when turning or passing through doorways.
- Do not park carts where they will block emergency equipment, pedestrian aisles, doorways, intersections, or the normal traffic flow.
- A golf cart should be operated at a speed equivalent to a well-paced walk but no faster than 15 mph.
- Observe all vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
- Drive on streets or roadways whenever possible.
- Only drive on sidewalks when streets and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.

- All passengers should keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
- When the golf cart is not in use, place the golf cart control lever in the "Neutral", set the parking break and remove the key.
- When the golf cart is not in use for a long period of time, such as overnight, secure it with a cable and lock or other equivalent locking mechanism.
- Never leave the keys in the golf cart when unattended.
- Never back up without looking to see what is behind the cart.
- Never shift gears while the vehicle is in motion.
- When driving, maintain adequate distance between vehicles.

Maintaining a Golf Cart

Inspect each golf cart daily before use. If the golf cart is in need of repairs or maintenance, the vehicle should be taken out of service. Report any damage or maintenance needs to a supervisor immediately.

- Check tires for proper inflation, cuts, or punctures.
- Check that steering is normal.
- Check that forward and reverse gears are operational.
- Check brakes for proper operation.
- Check for any indication of battery fluid leaks such as wet spots under the vehicle.
- Recharge the cart in the designated charging area, parking close to a fire extinguisher.
- Do not recharge near an open flame or source of ignition and do not smoke in recharge station.
- Only an approved battery charger should be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.)
- Pour baking soda on all spilled battery acid before cleaning up the spill.
- Wash skin thoroughly with cold water if skin is exposed to battery acid.
- Disconnect all battery charger cords before using the golf cart.

Remember to practice safety, don't learn it by accident.