

## **UNIVERSITY OF SAN DIEGO UTILITY/GOLF CART TRAINING INSTRUCTIONS**

- 1) Make an account with the online training module using the following link:  
  
<https://trainingnetworkonline.com/login?co=5144&v=47542>
- 2) Watch the full Utility Cart Safety video and take the quiz. The “Spanish Version” option is available on the home page after login.
- 3) Complete a hands-on demonstration of cart operation by supervisor or authorized employee that includes all items on the Cart Demonstration Checklist.
- 4) Review and sign the Cart Driving Rules and Demonstration Checklist.
- 5) Give supervisor the original documentation and forward copies of the signed Cart Driving Rules and Demonstration Checklist to [cart.training@sandiego.edu](mailto:cart.training@sandiego.edu) to be added to the Authorized Cart Drivers List.

UNIVERSITY OF SAN DIEGO  
UTILITY/GOLF CART DRIVING RULES

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT FULL NAME

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

I have received video-based training on the safe driving and operation of gas/electric golf carts and on the above date I have received a demonstration of how to operate the cart(s) I will be driving, which included all items on the attached Cart Demonstration Checklist. The following driving rules were discussed and I acknowledge my understanding of them and agree to abide by these rules.

- Cart operators must possess a valid driver's license.
- Unless licensed for street usage, carts may only be driven on campus.
- Carts are only allowed on sidewalks/plazas for loading/unloading purposes or when other routes and locations are otherwise inaccessible.
- Carts shall not be driven at speeds greater than 15 mph (campus speed limit).
- Slower speeds shall be used around turns and on hills.
- All traffic laws shall be obeyed.
- Sudden stops and turns shall be avoided when possible
- Cell phones, headphones, and radios shall not be used while driving.
- Carts shall not attempt to pass other motor vehicles, including other carts.
- Pedestrians always have the right of way.
- Only two people are allowed per bench seat. Passengers are not allowed to ride in cargo beds. Maximum safe occupancy of the cart cannot be exceeded.
- Operators and passengers must remain seated and hold on while the cart is in motion. Driver shall alert passenger when starting to drive.
- The cargo bed shall not be overloaded past capacity that affects operation of the cart. All items must be secured or stored so that they will not fall out of the cart when it is in motion, including food, drinks, and phones.
- Arms, legs and head must be kept in the cart at all times except for lefthand and arm when being used to indicate turn or stop signal.
- The area behind the vehicle must be checked before backing up.
- When parked, the cart shall not block entrances/exits, stairways, disability ramps, or normal vehicular or pedestrian traffic flow.
- The parking brake must be set and keys removed whenever the cart is unattended.

Signature of employee: \_\_\_\_\_

Name of Trainer: \_\_\_\_\_

Signature of Trainer: \_\_\_\_\_

Send copy to [cart.training@sandiego.edu](mailto:cart.training@sandiego.edu) to be added to Authorized Cart Driver List.

UNIVERSITY OF SAN DIEGO  
CART DEMONSTRATION CHECKLIST

Trainer has demonstrated:

- How to turn the cart on
- How to secure items before cart starts moving
- Notifying passengers when cart will start moving
- How to accelerate and decelerate
- How to use the parking brake
- How to switch between forward and reverse
- How to drive around turns at a safe speed
- How to stop fully at stop signs
- Where to park