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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

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TITLE: GOLF CART USE

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**I. PURPOSE**

To convey the requirements set forth in the Facilities Department regarding the use of Golf Carts on College property which includes Leesburg, South Lake Center, and the Sumter Center.

**II. OPERATOR INSPECTIONS**

Before operating a golf carts-each operator should check all systems to ensure they are in proper working order. This inspection will include battery water levels (ask Facilities if training is needed) and basic visual observation of golf cart. If any safety features are inoperable, that particular cart will be taken out of service until repaired. The inspection checklist is posted on the College Forms web page and the Facilities web page.

**III. TRAVEL ROUTES**

Golf cart use is only permitted on LSSC sidewalks, covered walkways, parking lots, and roads that are maintained by the College. Only Facilities golf carts are permitted on grassy areas when performing maintenance. Golf cart use is prohibited on all municipal or county roads not maintained by LSSC.

**IV. RIGHT OF WAY**

Pedestrians always have the right of way; golf cart operators should use extreme caution whenever and wherever pedestrians are present. Anyone not following this guideline will be prohibited from further golf cart use.

When operating a golf cart on LSSC maintained roads and parking lots, automobiles will always have the right of way. Extra care and caution should be taken when driving golf carts in the presence of automobiles.

Golf cart operators should also be alert when hauling anything that extends beyond the physical limit of the cart's basket. Use extra caution in giving pedestrians and automobiles the right of way in these cases.

**V. PARKING**

Do not block access to building entrances and exits, paved areas, walkways, roadways, or parking lots when parking golf cart. Priority parking for golf carts should be graveled areas, large cemented areas, and asphalt areas. Avoid narrow walkways and sidewalks whenever possible. Parking or driving a golf cart on bricked surfaces is prohibited.

**VI. GUIDELINES**

The operation of golf carts is only allowed during the execution of legitimate College work, and only LSSC employees or other specifically authorized individuals are allowed to operate or ride in them. Golf cart operators are to comply with the following guidelines:

- a. Do not transport more people than the golf cart is designed to hold; the number of seats indicates number of passengers allowed;
- b. Do not allow passengers to sit in the compartment designed for cargo;
- c. Do not remove or alter any safety feature; if any safety feature becomes inoperable, that cart will be taken out of service until repairs can be made;
- d. Do not drive the carts at faster than normal walking speed;
- e. Operators and passengers must remain seated in proper position with no limbs or extremities extending beyond the cart;
- f. Golf cart operators must obey all traffic signs;
- g. Slow down at every restriction or blind corner;
- h. Treat all covered walkways and other sidewalk intersections as a stopping place before proceeding.

**VII. EMERGENCY OPERATIONS**

Golf carts should not be operated on covered walkways or side-walkways during class changes, except in emergency situations, and then extreme care should be taken in ensuring the safety of all pedestrians. Emergency situations consist of:

- a. Medical emergencies;
- b. Fire emergencies;
- c. Any safety emergencies; and
- d. A major power or utility interruption.

**VIII. DELIVERY RESTRICTIONS**

Deliveries involving furniture or equipment that will require access to the covered walkways or other sidewalks with heavy foot traffic are prohibited during the morning class periods due to the volume of students and other pedestrians on the walkways between classes. These deliveries must be coordinated with LSSC Security or Facilities. At no time should a delivery block access to any entrance, exit, or fire egress from any building.

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