



## Facilities Management – Golf Cart Rental Policy

### **GOLF CART RENTAL FEES**

There is a \$25/per day rental fee for the use of the College owned golf cart. Elizabethtown College maintains three (3) four (4) passenger golf carts for use by faculty and staff to conduct college business for approved departmental activities. Golf carts may only be rented, weather permitting, from March through November. The golf carts may ONLY be driven on campus and are reserved on a first-come basis by calling Facilities Management office at 361-1408 Monday through Friday between the hours of 7am-4pm.

Before operating a college golf cart, drivers must meet the following criteria:

- a. Must be 18 years old;
- b. Must be on official college business and have the approval of the departmental chairperson/director;
- c. Must present a valid U.S. driver's license;
- d. Must have taken golf cart training through Facilities Management (contact Human Resources at 717.361.1109 to schedule training).

### **RESERVATION GUIDELINES**

When reserving a golf cart, you must contact Facilities Management at 717.361.1408. You will need to provide the date, departure time, return time and department account number.

The golf cart key can be picked up the day of, or the day before the golf cart usage. Keys are only available Monday through Friday 7am to 4pm at Facilities Management in the Brown Building. Please note for weekend events, you must pick up the golf cart key by 3:30pm on Friday. The golf cart is parked on the south side of the Brown Building. You must return the completed trip ticket and golf cart key to the Facilities Management Office or place them in the key drop box on the east side of the Brown Building.

Departments which do not return the golf cart on the designated day as reserved will be charged a \$25.00 per day until the golf cart is returned.

All golf carts have been retrofitted with the appropriate lights and reflectors. Operators of these vehicles shall use the lights when traveling at night. **Golf carts may only be operated on the following borough or township roads: College Avenue from the Brown Lot to the Chapel entrance.**

**Prospective drivers must review and sign the below to signify their agreement to the rules. In addition, they must demonstrate through hands-on experience that they can operate the cart in a safe and competent manner.**



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### Elizabethtown College Golf Cart Rules

Individuals utilizing golf carts on Elizabethtown College property are expected to operate them in a safe and courteous manner. Golf cart operators found in violation of these safety procedures and/or misusing golf carts may be subject to disciplinary action, including being prohibited from operating a golf cart on Elizabethtown College property.

- Golf carts should be operated on campus pathways and sidewalks. Roadways should be used only where sidewalks are not available, and then only to the nearest adjacent campus walkway or pathway.
- Golf carts may only be operated on the following borough or township roads:  
College Avenue from the Brown Lot to the Chapel entrance
- On the campus of Elizabethtown College, the pedestrian always has the right-of-way. Operators of golf carts will permit this right-of-way.
- When the golf cart is being operated on a sidewalk, the operator will travel at a speed comparable to the pedestrian traffic and only travel around the pedestrian if there is sufficient room on the walk to pass and the pedestrian motions the operator to pass safely. Golf carts should remain on the sidewalk and follow pedestrians at a safe distance until they exit the walk or allow the operator to pass. Golf carts may leave the path and drive on the grass only when the path is too narrow to allow pedestrians to safely pass.
- Speed should be reduced when in the area of pedestrians and/or obstacles.
- The rental golf carts used on this campus are designed to carry a driver and three passengers. No golf cart is to be operated with more passengers than seating is provided. The basket in the back is not meant for individuals to ride in.
- All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
- Individuals should never back up without making sure there is no person or obstructions behind the cart.
- Drivers should never shift gears while the vehicle is in motion.
- A golf cart should be operated on campus at a speed equivalent to a well-paced walk. This maximum speed may be subject to the terrain over which it is being driven, the weather conditions, and the total weight of the golf cart and passengers and any equipment being carried.
- Golf cart operators shall possess a valid driver's license and observe all Pennsylvania vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
- Approach sharp or blind corners with caution and reduce speed.
- Use extreme care at building entrances and upon entering/exiting enclosed areas.
- Do not operate and/or park the golf cart on grass or landscaped areas or athletic fields without prior permission from Facilities Management. Golf carts should remain on walkways and paved areas whenever possible.



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- Do not park or store a golf cart on a path that will restrict pedestrian access and/or block doorways or emergency access.
- Use parking areas posted for vehicles such as campus parking lots in designated vehicle parking spaces, not on sidewalks.
- When the golf cart is not in use the operator must remove and secure the key and set the parking pedal brake.
- No personally owned golf carts are allowed on Elizabethtown College campus.
- The use of cell phones or other mobile electronic devices is prohibited while operating a golf cart.

### Equipment and Safety Checklist

- Before operating the golf cart, the operator will check for proper tire condition and inflation. Brakes will be checked for proper operation. The operator will check for any indication of battery fluid leaks such as wet spots under the golf cart.
- If the golf cart is in need of repair or maintenance, it should not be driven.
- Only authorized Facilities Maintenance personnel will work on the identified problem at the site where the cart is located.

**I understand the above rules and will abide by them when driving College-owned golf carts.**

\_\_\_\_\_  
Signature/ Printed Name

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Date