

# Golf Cart Training



Area	Important Info
Volunteer Requirements	<ul style="list-style-type: none"> <li>Volunteers must be 16 years or older and must have a valid driver's license. Volunteers under the age of 16 are not allowed to accompany the driver.</li> </ul>
Family Requirements	<ul style="list-style-type: none"> <li>Guests must be 16 yrs. or older to be unaccompanied by parents. If the children are 15 and younger, children need to have a parent or guardian with them at all times.</li> <li>Families may only ride in a golf cart if the parent is present and if there is enough seating for everyone. Lap seating is not permitted.</li> </ul>
Operating Guidelines	<ul style="list-style-type: none"> <li>Always use the golf cart in a responsible manner.</li> <li>Obey the Village speed limit of 10 mph at all times.</li> <li>Follow all traffic guidelines.</li> <li>Wear closed-toed shoes.</li> <li>Never use headphones, cell phones, or text while operating a golf cart.</li> <li>Do not pass other vehicles.</li> <li>Drive only on the road, using the right side only. Do not drive on the Avenue of Angels, sidewalks, or paths unless authorized or necessary.</li> <li>All passengers must be properly seated with arms and legs inside the cart. Passengers may not sit or stand in the cargo area.</li> <li>Yield the right of way to pedestrians.</li> <li>All items must be properly secured to the cart prior to operation.</li> <li>When driving any vehicles at night or in low light, the lights must be on at all times.</li> <li>Please use extra caution when driving at night.</li> </ul>
Inspection & Pre-Operation	<ul style="list-style-type: none"> <li>Visually inspect the exterior and the interior of the golf cart for damage. If damage is found, report it immediately to the Manager on Duty in the House of Hearts.</li> <li>Remove any trash or debris.</li> <li>There may be a rain curtain on the golf cart. Roll it up if there is no rain. If rain is likely, unroll and zip up the rain curtain.</li> <li>Ensure the cart is unplugged and free from obstructions.</li> <li>Check the headlights and brake lights.</li> <li>Check the battery gauge to ensure the cart is at least ¼ charged.</li> <li>Inspect the tires for proper inflation and excessive wear.</li> </ul>

Operating the Golf Cart	<ul style="list-style-type: none"> <li>• Unplug the golf cart.</li> <li>• Place foot on brake, insert key into ignition and turn key to start.</li> <li>• Press upper section (where applicable) of brake to apply the parking brake.</li> <li>• Press lower section (where applicable) of brake to release parking brake.</li> <li>• Drive a short distance and make a controlled stop to ensure proper brake operation.</li> <li>• Come to a complete stop anytime when changing from forward to reverse.</li> <li>• Every time you park your golf cart, make sure to engage the parking brake and take the key with you. Never leave a golf cart unattended with the key still in the ignition.</li> </ul>
End of Operation Checklist	<ul style="list-style-type: none"> <li>• Turn off the golf cart and lights.</li> <li>• Remove the key and bring it with you.</li> <li>• Plug in the vehicle for charging.</li> <li>• Inspect and clean the cart, removing all trash.</li> <li>• Report any incidents, maintenance issues, or accidents to the Manager on Duty in the House of Hearts.</li> </ul>
First Aid & Safety Procedures	<ul style="list-style-type: none"> <li>• The First Aid kit is located on the wall above the water fountain. Volunteer cannot apply the first aid, but may provide the parents with needed supplies. Volunteers should always be wearing gloves when assisting with First Aid supplies.</li> <li>• If someone gets seriously hurt or injured, the red phone located by the first aid kit may be used. This phone is for <i>emergency use only!</i> Dial 9-911 in case of an emergency.</li> <li>• There is a fire extinguisher located next to the towel storage.</li> <li>• In a non-emergency situation, the phone in the Hula Hut may be used to place Village phone calls.</li> <li>• Do not leave the pool unattended at any time.</li> </ul>
Phone/Emergency #’s/Contact Entertainment	<ul style="list-style-type: none"> <li>• Dial 9-911 for an emergency. The Manager On Duty is alerted and will come over to assist the volunteer.</li> <li>• Other questions? Contact Volunteer Services at x4290.</li> </ul>

Thank you for Volunteering!