

# Club Cart Use Agreement

## QUALIFICATIONS TO OPERATE A CART

- Must possess a valid U.S. or Canadian driver's license
- Must be at least 18 years of age
- Review and complete the Club Cart Use Agreement, annually
- **STAFF/FACULTY**- Must have an "Acceptable" driving record, as defined by Risk Management.
  - Use the "[MVR Grading Grid - Employee](#)" to self-evaluate your driving record.
- **STUDENT/VOLUNTEERS** - Must have an "Acceptable" driving record, as defined by Risk Management.
  - Fill out the [RMO1 form](#) and fax it to the number listed on the bottom of the form. The process takes 5-10 business days to be approved and is only required annually.

## BEFORE OPERATING A CART

- Inspect club cart before use. If the club cart is in need of repairs or maintenance, report it to the CCT department immediately. Department will be charged for the repair of any damage to the cart.
- Check tires, steering, forward/reverse gears and brakes for proper operation.

## WHILE OPERATING A CART

- Allow only authorized drivers to operate the cart.
- Never operate a cart under the influence of drugs, alcohol, and/or medications that may cause impairment.
- Operate cart from driver side only. Must always be seated, wearing seatbelts, with hands and feet in cart.
- Carts are to be used for hauling equipment only - passengers are not allowed in the bed of the cart.
- Never exceed the number of available seats for the number of passengers.
- The speed limit for carts is 5 mph. When moving through congested areas, speed should not be faster than pedestrians walking in the same area. Pedestrians always have the right of way.
- When driving, maintain adequate distance between vehicles.
- Never backup without looking to see what is behind the cart.
- Check gasoline levels throughout your trip to avoid running out of fuel.
- Ensure that the cart is at a complete stop before getting in and out. Lock brake before exiting cart. Never leave the keys in the club cart when unattended.
- Cart may not be parked where it blocks regular traffic paths, building exits, fire department connections, wheelchair ramps or curb cuts, or any other location that may present a hazard.
- When club cart is not in use for a long period of time, such as overnight, leave it in Parking Garage 2 in the locked cage.

## AREAS & TIMES OF CART OPERATION

- Operate carts in designated areas only - which include sidewalks & plazas.
- Cart is not to be taken off of Purdue Fort Wayne property for any reason.
- Whenever possible avoid street traffic. If street use is unavoidable, driver should pay particular attention to vehicular traffic, and must comply with posted traffic signs.
- When crossing intersections, driver should slow down and take extra care to ensure they are seen by other drivers and pedestrians before proceeding.
- Avoid driving over wet or muddy surfaces.
- Slow down when approaching blind corners, speed bumps, hills and pedestrian/bicycle crossings.
- Carts may not be driven in extreme weather conditions including during severe thunderstorms, tornados, dangerous winter weather, etc. Check with the CCT Office if you have a reservation during these times.

## AGREEMENT:

I meet all of the qualifications, clearly understand and agree to operate the cart in accordance with the University Club Cart Training Policy as noted above.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_