



UNIVERSITY OF OREGON

GOLF CART/UTILITY VEHICLE DRIVER HANDS-ON TRAINING

Training Status: ORIGINAL RETRAIN TRAIN-THE-TRAINER (EHS Only)

Driver/Operator: Last Name _____ **First Name** _____
PRINT CLEARLY PRINT CLEARLY

UO ID# _____ **Authorizing Department or Agency** _____

Departmental Trainer _____ **Phone #** _____
PRINT FIRST & LAST

Vehicle Number: _____ **Vehicle Type:** Golf Cart Utility Vehicle

TRAINING CHECKLIST

The Training Checklist is to be used by the Departmental Trainer to document practical use training. The Driver/Operator shall be instructed on the following topics. Check off items as completed, if not applicable note N/A.

Vehicle Loading Operations

- Equipment safely loaded to keep low center of gravity
- Equipment tie down demonstration

Battery Charging & Fueling Procedures

- Battery charging connection procedure demonstrated
- Maximum battery charge time discussed
- Fueling procedure demonstrated

Operation of Controls

- Lights, turn signals, horn located & tested
- Emergency brake located & engaged
- Accelerator & brake pedal identified
- Run & tow switch under seat (electric vehicles only). If vehicle doesn't have switch contact Mobile Equipment Shop
- Forward/reverse switch location
- Mirrors
- Safety strobe lights
- Back-up warning device
- Other controls identified & demonstrated – Note here: _____

Demonstration of Equipment & Driving Maneuvers (Instructor demonstrates then Driver/Operator performs)

- Turn signals & hand signals
- Brakes & parking brake
- Emergency brakes, if so equipped
- Forward/reverse switch operation
- Forward turns
- Backing & reverse turns
- Other equipment - Note here: _____

Driving Routes, Speeds, Safety & Vehicle Storage

- Provide driver/operator copy of Golf Cart/Utility Vehicle Safety Program
- Provide driver/operator copy Golf Cart/Utility Vehicle Routes Map (Appendix A)
- Driving routes are restricted to approved streets until closest sidewalks and paths to final destination is reached
- Vehicles may not exceed posted speed limits or interfere with normal pedestrian, bicycle, or vehicular traffic
- Drivers shall conduct a daily pre-shift inspection to ensure equipment is working properly
- Drivers shall report all close calls, property damage and/or injury incidents to their departmental supervisor
- Parked vehicles must be secured by removing keys to prevent unauthorized use
- Vehicles shall be stored at designated parking/storage spot approved by Parking and Transportation Department

Date ____/____/____

TIME SPENT ON TRAINING _____ HRS / _____ MIN