

**ELMWOOD GOLF**

**USE OF GOLF CAR**

 **(1st January 2016 to 31st December 2016)**

EGD/GOLF CAR/001

The purpose of this document is to establish a standard for the safe operation of golf cars on Elmwood Golf Course.

The content of this document applies to all golf cars operated on Elmwood Golf Course.

Any person who accepts the privilege of operating a golf car on Elmwood Golf Course is deemed, by so doing, to have the knowledge, training and skill to safely operate this vehicle and will be fully accountable for their actions and the consequences thereof.

The safe operation of golf cars on Elmwood Golf Course requires conscientious application and adherence to the minimum standard of care prescribed by this policy.

Golf cars must be operated in accordance with the requirements of the following documents:

* **Golf Car Safety Policy (EGD/Golf Car/002)**
* **Golf Car Safe Working Practice (EGD/Golf Car/003)**
* **Golf Car Safety Policy Acknowledgement Form (EGD/Golf Car/006)**
* **Conditions of Use of Customers Own Golf Car (EGD/Golf Car/005)**

# Golf Car Safety Policy

EGD/GOLF CAR/002

* **All golf car operators must hold a current driving licence.**
* Golf car operators must not be under the influence of alcohol, drugs or any medication that may impair their judgement.
* Never allow children or persons not holding a driving license to drive the golf car.
* Golf cars must be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians must be afforded the right‑of‑way at all times.
* Golf cars must be operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.
* Golf car operators will be responsible for the security of ignition keys for the period that a golf car is assigned to them.
* Golf cars must be operated within the confines of Elmwood Golf Course only.
* Golf cars are not permitted for use in golf course car parking area. \*Exception registered disabled or with a doctor’s certificate.
* **Please be vigilant when crossing the road between the 2nd and 3rd and on return between the 7th and 8th. This road at times can be busy and particular attention must be paid whilst crossing using golf car.**
* Authorisation to operate a golf car is contingent on the possession of a valid driver’s license.
* No golf car will be operated in excess of 15km per hour. All speed limits must be observed.
* Golf cars are intended for use only between dawn and dusk.
* Golf cars must be operated in compliance with the common “rules of the road” regardless of whether golf cars are being operated on pavements or roadways.
* Operators must stop golf cars at all blind intersections and proceed with caution.
* Golf cars must not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic in heavily travelled areas. Pedestrians as used here shall include persons in wheelchairs or mobility assistance devices.
* Operators must not stop (bring a golf car to rest for any period of time) in the middle of roads and walkways.
* Only golf cars provided by Elmwood Golf Course will normally be permitted on the course. Exceptions to this are only possible under the rules stated within our document EGD/Golf Car/005.
* Golf cars must not be adapted in any way from the manufacturer’s design. Golf cars must conform to the current CE standards.
* All golf cars used on Elmwood Golf Course must be:

a) Maintained to the manufacturer’s service recommendations and records kept of the maintenance and:

b) Assessed for risk by SRUC Health and Safety Advisor.

**Conditions of Use of Customers Own Golf Car**

 EGD/GOLF CAR/005

1. Only golf cars provided by Elmwood Golf Course will normally be permitted on the golf course.
2. By prior arrangement customers who are registered disabled or with a doctor’s certificate will be permitted to use their own golf car in line with our Golf Car Safety Policy.
3. These golf cars must not be adapted in any way from the manufacturer’s design and should only have seating for the disabled person(s).
4. Golf cars must conform to the current CE standards.
5. Users of own golf cars are responsible for insuring their own vehicle and Elmwood Golf will not be held responsible for any accident or injury caused by use of own vehicle.

# Safe Working Practice

EGD/GOLF CAR/003

### BEFORE USE

* All operators of golf cars must sign a Safety Policy Acknowledgement form before they are allowed to drive the golf car
* Golf car can only be used for number of occupants it was designed to carry

### DURING USE

* Do not move off until occupants are seated
* Always remain seated and hold on while vehicle is in motion
* Hands and feet must be kept inside the golf car at all times
* Golf cars must only be driven in designated areas
* **Please be vigilant when crossing the road between the 2nd and 3rd and on return between the 7th and 8th. This road at times can be busy and particular attention must be paid whilst crossing using golf car.**
* **Golf cars must not be used on the rough.** This is a danger to wildlife & effects the look of long rough.
* The vehicle must be used to progress the game and must not be driven up and down looking for golf balls
* The vehicle must not be used on tees or greens or slopes leading up to them
* The vehicle must not be used within 2 metres of any bunkers or slopes leading to them
* The vehicle must not be used in the prohibited area leading to and from the 4th and 14th green.
* Check the area behind the vehicle before backing up
* Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect your ability to operate the vehicle safely
* Drive the vehicle only as fast as terrain and safety considerations allow
* To avoid tipping over, drive golf cars straight up and straight down slopes
* Slow down before corners. All turns must be executed at reduced speeds
* Avoid sudden stops or change of direction that may result in a loss of control
* Be extra careful when the course is wet and muddy
* Please do not use golf cars in the car parking area

### AFTER USE

* When the vehicle is to be left unattended, apply the park brake and turn the key to the “OFF” position.
* Remove the key and return to the clubhouse to collect deposit.

Golf Car Safety Policy Acknowledgement Form

**This form must be completed by all golfers prior to operating a golf car**

Any person who accepts the privilege of operating a golf car on Elmwood Golf Course premises is deemed, by so doing, to have the knowledge, training and skill to safely operate this vehicle and shall be fully accountable for their actions and consequences thereof.

The safe operation of golf cars on Elmwood Golf Course requires conscientious application and adherence to the minimum standard of care prescribed by this policy.

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Contact Telephone No.** |  |
| **Valid Driver’s Licence No.** |  |

By signing below I acknowledge that:

* **I have read the Elmwood Golf Car Safe Working Practice**
* **I understand the terms and conditions of the Elmwood Golf Car Safety Policy**
* **I have been provided with the opportunity to ask questions related to this policy**
* **I will ensure that the golf car is maintained and operated in accordance with Elmwood Golf Car Safety Policy**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**Golf Car Checklist**

Starter must go through the following checklist with hirer

|  |  |
| --- | --- |
| Controls: | Starter Initials: |
| * Ignition
 |  |
| * Go Pedal
 |  |
| * Stop Pedal
 |  |
| * Park Pedal
 |  |
| Driving: |  |
| * Speed
 |  |
| * Turning
 |  |
| * Slopes/Bunkers
 |  |
| * Road Crossing/car park
 |  |
| Etiquette: |  |
| * Speed
 |  |
| * No driving in rough
 |  |
| * Keep off greens and tees
 |  |
| * **Only 2 people per buggy**
 |  |