



Golf Cart Trainer's Checklist

This checklist is provided to summarize the steps required to complete a Golf Cart Safety Training Course.

All required resources can be found at:

http://facilities.ok.ubc.ca/services/maintenance-grounds/Golf_Cart_Training.html.

Course Prep:

- Send out (or Print) copy of *Golf Cart Policy & Procedure*
- Print copies of *Golf Cart Services Test*
- Print copies of *Golf Cart Policy Acknowledgement Form*
- If additional trainer is required, submit a work order to request Facilities Management support with required date and time. Two weeks' notice required.

Course Agenda:

- Present *Golf Cart Training Presentation* with group.
 - Presentation prompts individual review of *Golf Cart Policy & Procedure* on Slide 4.
- Complete *Golf Cart Services Test*
- Mark completed *Golf Cart Services Test*. 80% required for to pass.
- Answer key available
- Completion and sign-off of the *Golf Cart Policy Acknowledgement Form*

Operator Road Test:

- Using the unit's golf cart each student is required to demonstrate safe operation of the golf cart with the Trainer accompanying in the passenger seat.
- A short drive around campus is recommended to review
 1. Comfort with golf cart controls,
 2. Traffic laws,
 3. Proper signaling used,
 4. Operation in reverse
 5. Parking brake employed.

Post Course:

- Trainer shall keep a copy of completed *Golf Cart Policy Acknowledgement Form* for each newly certified or re-certified operator.