Title of the Policy:  Golf Cart Reservation

Functional Area:  Plant Operations
Applies To:  All Faculty and Staff
Policy Reference(s):

Number:  N/A
Date Issued:  2012
Page(s):  2

Responsible Person

The Director of Plant Operations is responsible for maintenance of this policy, and for responding to questions posed regarding this policy.

Purpose / Rationale

The proper use of the fleet golf carts and expenses related to such use by other departments or organizations.

Definitions

CERTIFIED DRIVER/OPERATOR:  A person who has completed golf cart driver’s education through the Armstrong Police Department.

FLEET GOLF CART:  One cart of a fleet of electric golf carts maintained for pool use by Plant Operations.

RESERVATION:  A reservation is complete upon submission of the request form and approval notification from the Plant Operations Office.

RECOGNIZED UNIVERSITY GROUP:  A group or organization that is operated by, or affiliated with the University. This also includes faculty and staff groups.

STUDENT ORGANIZATIONS:  An organization that has gone through the approval process of Armstrong’s Student Affairs Division.

APPROVAL:  A written confirmation from the Plant Operations office granting permission to use an assigned fleet golf cart.

DAMAGE:  Any incidents that result in tears, dents, or other obvious destruction of the golf cart.
**Policy**

The use of the fleet golf carts is permitted by other University Departments when the vehicles are available for official use.

Reservation requests are processed through the Plant Operations office. Vehicles are allowed on University property only and are not permitted on city streets. The operator/driver of the vehicle must be on the Armstrong Police Department’s list of certified golf cart operators. All policies and procedures associated with the use of golf carts must be followed.

**Related Procedures**

- Recognized University groups and student organizations may make reservations with the Plant Operations office for use of the fleet golf carts.
- Approval of use must be given a minimum of one (1) business day prior to the expected start time.
- Anyone wishing to request use of the fleet golf carts must complete the Fleet Golf Cart Request form which is posted on the Business and Finance website.
- A completed form with appropriate signatures must be submitted to Plant Operations. Forms not completed in entirety will be returned. Reservation times are definite and extensions must be approved by the Plant Operations Office one business day prior to the event.
- The Plant Operations office will review the request. All reservation requests are subject to cart availability.
- Carts shall generally be available on a first-come, first-served basis; however, in the interest of fairness, Plant Operations reserves the right to limit the number of days and/or the number of carts that a single department/organization may reserve, if demand exceeds the number of available carts.
- The requestor will be notified of approval or denial of request via e-mail or written notice.
- Only certified drivers can operate the fleet golf carts and a reservation is subject to driver availability. Drivers must adhere to Armstrong golf cart training regulations, policy and procedures.
- Cancellations must be made at least 1 business day prior to the reservation.
- The department or entity listed on the reservation form is responsible for any damage caused by drivers and/or passengers during the reservation period. The University carries no insurance covering losses or damage to fleet carts. Thus loss or damage, not due to normal wear and tear, is a responsibility of the using organization or individual for the period of the loan. In case of loss or damage, an amount equal to the replacement cost of the item will be billed to the organization or individual.
- Drivers and passengers must comply with all University policies. Failure to comply will result in the immediate termination of the use of the vehicle.
- The Plant Operations office reserves the right to suspend fleet cart use privileges in the event of equipment misuse or failure to follow policy.