**Safe Operating Procedure**

**GOLF BUGGY**

* **Do not use this machine unless you are authorised and have been instructed in its safe use and operation**
* **The golf buggy is to be used in accordance with the manufacturer’s instructions.**
* **Develop school based procedures for specifics regarding time of use, location of use, purpose ….**

**Amend the following to align with manufacturer’s instructions and local procedures**

**POTENTIAL HAZARDS**

 Speed  Noise  Battery/electrical power  Impacting objects

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | [ ]   | [x]   | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   | [x]  Sunscreen | Other PPE (list): |

**PRE-USE CHECKS**

* Check tyre condition and appropriate inflation
* If any lights or warning devices fitted, check operation
* Check brake operation; moisture or lack of use may cause brakes to stick
* Check for any indication of battery fluid leaks from the battery units or wet spots under the cart.

 ♦ Remember, battery acid is very caustic and can

 cause severe burns - do not touch.

 ♦ Refer to the battery product information for spill

 and clean-up procedure.

* Golf carts in need of repair or maintenance need to be tagged, immobilised and taken out of service until repaired.

**OPERATION**

* Follow the school traffic and pedestrian management plan. This includes separation of pedestrians and vehicles as per the following [amend as necessary]:

 ♦ physical barriers near[eg.xxxxxxxxxxxxxxx]

 ♦ exclusion zones – the buggy is not to be driven

 near doorways and areas with blind corners

 [ xxxxxxxxxxxxx]

 ♦ specify if the golf buggy is not to be driven at

 certain times [xxxxxxxxxx e.g. immediately before,

 during and after break times and other times].

 ♦ only use footpaths where roadways and/or

 parking areas are not available

 ♦ maintain a distance of [approx. xxxx] between

 vehicles and pedestrians

* Pedestrians always have the right-of-way. Stop until they pass or pull off from the travel way as pedestrians approach.
* All occupants in the golf cart must keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
* Golf cart speed to be equivalent to a well-paced walk and no faster than 10km.

 ♦ Speed is to be subject to the terrain, incline,

 weather conditions, weight and equipment on the

 golf cart, passengers and nearby pedestrians.

 ♦ Approach sharp or blind corners with caution and

 reduce speed.

 ♦ Use extreme care at building entrances and upon

 entering/exiting enclosed areas.

* Check prior to reversing to ensure there is no person or obstruction behind the cart.
* **[insert any additional manufacturer setup and use process here]**

**PACKUP**

* When not in use place the golf cart control lever in the park or neutral position, set the parking pedal brake and remove and secure the key.
* Secure cart and the key when work is completed for the day / significant period of time.

**DO NOT**

* Use of mobile phones or other electronic device while operating a golf buggy is strictly prohibited.

 ♦ Operator must stop the golf cart in a safe

 location and remain stopped until the

 communication has finished.

* Do not shift gears while the vehicle is in motion – come to a complete stop first.
* Golf cart is not be operated with more passengers than seating is provided.