



Safety Bulletin: Golf and Utility Carts on Campus

February 2026

Attention: School Principals, M&O, Athletic Directors, Risk Management

Golf carts and utility carts are commonly used to transport people, tools, and materials on school campuses. While carts may vary by type and purpose, the following safety practices apply to all cart operations and are essential for preventing injuries and property damage.

Authorized Use & Training

- Golf and utility carts should be operated **only by authorized district staff**.
- Employees must receive **training in the safe operation of carts prior to use**.
- All operators should possess a **valid driver's license**.

Safe Operation

- Operate carts attentively and responsibly. **Avoid distractions** such as texting, reading, eating, or reaching for objects while driving.
- Do not operate carts on a public roadway except when crossing the street.
- Operate the vehicle **from the driver's seat only**.
- Always **check blind spots before turning**.
- Look carefully behind the cart before backing up. **Back-up alarms are strongly recommended**.
- **Reduce speed** when turning, traveling through doorways, or operating in congested areas. Avoid sudden starts, stops, or sharp turns.
- Drive straight up and down slopes to reduce the risk of rollover.
- Use extra caution during **inclement weather** or poor visibility.



Passenger & Load Safety

- **One passenger per seat** and passengers are to remain seated while the vehicle is in motion. Never allow riders in the cargo area.
- Do not move the cart until **all passengers are properly seated**.
- Know the vehicle's **weight capacity** and never exceed it.
- Secure all cargo and tools before transport.
- Do not allow items to extend beyond the sides of the cart.
- Flag loads that extend **more than three feet from the rear** of the vehicle.



Equipment & Maintenance

- Carts should be equipped with appropriate safety features, including:
 - Lights and headlights
 - Horns
 - Seat belts
 - Mirrors



Parking & Security

- Never leave keys in an unattended cart.
- Always set the **parking brake** when parked.
- Do not park carts where they may block emergency equipment, pedestrian walkways, doorways, intersections, or normal traffic flow.
- Store carts **indoors during nights, weekends, and holidays** when possible.
- Secure carts with a **cable and lock** or **equivalent locking device** when not in use.

Training for district staff who operate golf carts and utility carts is available through SIA- sponsored **Public School Works**.

This bulletin was enhanced using AI. Content was generated and reviewed by SIA staff.

