



Golf Cart and Utility Cart Safety Checklist

Discuss the Golf Cart & Utility Vehicle with cart operator, then review each item below and initial.

Authorization	Trainer's Initials
Personnel authorized to drive utility carts	
Limitations to driving on roadways, walkways and sidewalks	
Vehicle registration	
Campus map – Fleet Route	
Incident protocols	
Inspection	Trainer's Initials
Inspection frequency	
Visual checks (includes tire pressure, rust, turn signals, mirrors and leaks)	
<ul style="list-style-type: none"> • Functional Checks: 	
1. Steering and Brakes	
2. Mirrors and Wipers (if applicable)	
3. Horn and Reverse Alarm (if applicable)	
4. Headlights and hazard lights (if applicable)	
Operation	Trainer's Initials
Speed Limits	
Stopping Distance	
Road Hazards	
Loading capacity	
Pedestrian right-of-way	
Passenger safety	

Trainer Certification Statement

I hereby certify that I have covered the topics above and approve the individual named below to operate a golf cart or utility cart on Drake University campus.

Cart Operator Name (Print): _____

Cart Operator Signature: _____ Date: _____

Trainer Name Print: _____

Trainer Name Signature: _____ Date: _____

Department: _____