

**FIRST BAPTIST CHURCH
GAINESVILLE GA
GOLF CART POLICIES AND PROCEDURES**

Purpose and Mission Statement

Golf carts are operated on the campus of First Baptist Church of Gainesville (“FBC”) for the assistance and convenience of those persons attending worship and other activities. The purpose of these policies and procedures is to insure the safe operation of these vehicles.

Individuals utilizing golf carts on First Baptist Church (“FBC”) property are expected to operate them in a safe and courteous manner. Golf cart operators found in violation of these safety procedures and/or misusing golf cart equipment may be subject to being prohibited from further operating a golf cart on FBC property.

Qualifications for Drivers

- 1) Golf carts are to be operated only by FBC volunteers and staff and by no other persons.
- 2) No one under the age of eighteen (18) will operate a golf cart.
- 3) Knowledge of and compliance with applicable state laws, rules, regulations and these policies and procedures are the responsibility of the driver.
- 4) All drivers must have a valid Georgia drivers’ license with a satisfactory driving record, and an acknowledgment of receipt and review of these procedures on file with the church office.

- 5) The Captain of the golf cart team will assure that each golf cart driver who operates a golf cart is provided with a copy of these policies and procedures and obtain a signed copy of the volunteer's acknowledgment of receipt and review of the policies. The signed acknowledgement, along with a copy of the volunteer's driver's license, must be completed and placed on file in the church office prior to the volunteer driving a golf cart.
- 6) The Captain of the golf cart team shall provide basic hands on training in the operation of the golf cart prior to a volunteer driving the cart.
- 7) A "sign-out/sign-in log" for keys may be utilized.

Scope of Operation

- 1) Golf carts may only be used for transporting persons on the FBC campus and for no other purpose.
- 2) Golf carts shall be operated exclusively:
 - a) within the confines of FBC property on church campus roadways and parking lots;
 - b) the adjacent Hall County Board of Education ("BOE") parking lot; and
 - c) the portion of Simmons Street necessary to access the BOE parking lot.
- 3) During Sunday worship services, the carts will operate from 9:00 am to 11:00 am.
- 4) When two carts are operating, one cart will cover the southwest parking lot (behind the chapel and sanctuary and adjacent to the banquet hall), the southeast lot (adjacent to the chapel), and the BOE parking lot. The other cart will cover the northeast (front) parking area and the north parking lots.

Procedures for Safe and Courteous Operation

- 1) Golf carts will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians. Pedestrians, as well as other motor vehicles, will be given the right-of-way at all times.
- 2) Operation of the golf carts is a part of the overall ministry and outreach of First Baptist Church. The following suggestions for volunteers will help make this a successful and meaningful part of that ministry:
 - a) Welcome potential passengers with a greeting and a smile and ask them if they would like a ride;
 - b) Do not be discouraged by those who decline a ride – the golf cart ministry is for the relatively few who need and welcome this assistance;
 - c) Be prepared to exit the cart and aid those who need help in getting into the cart (after bringing the cart to a complete stop, making sure the engine is off, the parking brake is locked, and observing all other applicable safety procedures);
 - d) Ask riders where they would like to be dropped off;
 - e) If needed, provide assistance in exiting the cart (after following all applicable safety procedures);
 - f) Use an umbrella when appropriate.
- 3) Golf carts will be operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps, or roadways.
- 4) The golf cart operator is responsible for insuring that all passengers are seated in seats designed for such use and that they keep hands, arms, legs, and feet within the confines of the golf cart at all times when the cart is in motion.

- 5) No golf cart is to be operated with more passengers than can be safely seated in the cart.
- 6) The golf cart operator should never back up without making sure there is no person or obstruction behind the cart.
- 7) The golf cart operator should never shift gears in reverse or forward while the vehicle is in motion.
- 8) Golf carts should be operated on the FBC campus at speeds equivalent to a well-paced walk and no faster than ten mph. The maximum safe speed may be lower depending on the terrain over which the cart is being driven, weather conditions, and the total weight of the golf cart and passengers. In this regard, the golf cart operator should reduce speed to compensate for inclines, pedestrians, and weather.
- 9) All golf cart operators shall observe all Georgia vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, and other requirements of the Georgia "Rules of the Road."
- 10) The golf cart operator shall maintain adequate distance between other vehicles and pedestrians.
- 11) Sharp or blind corners and intersections should be approached with caution and reduced speed. Extreme care should be used at building entrances and upon approaching/exiting covered or enclosed areas.
- 12) When the golf cart is not in use the operator must place the golf cart control lever in the park or neutral position and set the parking pedal brake.
- 13) Golf cart operators are responsible for the security of ignition keys during the time that a golf cart is assigned to them. Any time a golf cart is unattended, the ignition

will be turned off, and the key will be removed from the ignition and kept in the possession of the authorized operator. **Never leave the key in the golf cart when it is unattended.**

- 14) Tampering with or altering any mechanical system including speed regulator may result in the operator losing his/her driving privileges.
- 15) A golf cart shall not be parked:
 - a) in a fire lane;
 - b) in marked handicapped parking; or
 - c) in any "Reserved" parking; or
 - d) within 10 feet of the entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic.
- 16) A golf cart shall never be parked or operated on any sidewalk.
- 17) Golf cart operators are not permitted to drive while:
 - a) wearing devices that impede hearing, e.g., stereo headsets, earplugs, etc.;
 - b) while using a cell phone; or
 - c) while impaired in any way and to any extent that would prevent safe operation of a motor vehicle.
- 18) The key to the golf cart is to be removed from the cart and returned to the welcome center at the conclusion of the driver's "shift." The driver returning the last cart to the cart storage area is responsible for securing the chain and locking the carts.

Accident Reporting

- 1) Any accident involving a golf cart will be reported immediately to the deacon on duty in the welcome center regardless of whether property damage or personal injury occurred.