

## MODULE 1-05

## GATOR GOLF CART OPERATION

ALL EMPLOYEES ARE TO BE TRAINED PRIOR TO USING EQUIPMENT

### I. Purpose

Providing clean, well-maintained facilities is an essential function of the Oregon Parks and Recreation Department (OPRD) mission. The use of battery, gas- and diesel-powered equipment, such as golf carts/ Gator /ATV or other small utility vehicles, helps keep landscapes, trails, and campsites clean, safe, and well maintained. This powered equipment requires an ability to use job hazard analysis to identify worksite dangers and to use equipment and materials safely according to OPRD and manufacturer instructions. The purpose of operating any equipment in Oregon Parks is to accomplish the business of the State while protecting visitors, employees, and volunteers.



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### II. Significant Environmental Aspects

Operation of gas- and diesel powered equipment, such as a Gator/AMT/ATV, has potential for significant environmental impact involving: vehicle and engine use, non-hazardous waste, potentially hazardous waste, land use, resource protection and air quality.

### III. Pre-Operation

#### A. Operator's Manual

Read before operating any park or personal vehicle for state business. Be sure you are aware of the operating characteristics, safety features and limitations before you operate it.

#### B. State Vehicle-Operating Policies and Procedures

C. The driver/operator must take the 07-05 Safe Vehicle Operation Safety Module training and pass the test before operating any vehicle, as required in OPRD's Vehicle Policy OP 40-01.

D. Operators must have a valid driver's license, follow all DMV rules and be trained how to operate this class of vehicle safely and responsibly before they operate them. Even though these vehicles are small and easy to operate, they can be extremely dangerous.

E. Operators MUST be aware of park or fairground boundaries, layout and any hazardous

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areas, construction zones, underground sprinklers and other features that may interfere with the vehicle's safe operation.

## F. Inspection/Service

1. Walk around the vehicle. Look for any obvious dings, rust, or new structural damage.
2. Fuel Tank - Fill fuel tank, if tank is below half.
3. Batteries – Check charge for golf carts.
4. Check wipers and mirrors.
5. Tires – Look for low tire pressure.
6. Check oil, air intake tube, belts and hydraulic lift fluid. Look for leaks under vehicle.
7. Check Lift Bed for obstructions.
8. Lights - Check headlights, brake lights, emergency flashers and turn signals.
9. If your park requires stopping on slopes or grades, make sure it has chocks and check the emergency brake on a safe slope.
10. Report any equipment that does not work or repair it, if authorized.
11. Red tag any tools or non-energized equipment requiring replacement or repair and remove from service. Some vehicles may need to carry yellow Hazard Tape to mark off any hazardous areas for staff and visitor safety, ie. trail maintenance and debris removal.
12. Lockout/Tag-out (LO/TO) any energized tools or equipment if repairs are needed.



## IV. Sustainable Operation

- A. **Equipment Choice** – Look for the most efficient equipment to perform the necessary activity.
- B. **Maintenance** – Proper maintenance of fuel-powered equipment helps increase fuel efficiency and reduces air pollution.
- C. **Chemical Use** – Where possible use battery-powered carts, or low-smoke oil and bio-based lubricants.
- D. **Waste Disposal** – Properly dispose of all petroleum-based waste according to park procedures or waste management plan.
- E. **Off Road Use** – When possible use existing roads and trails. Off-road use of these vehicles can damage plants and animals.



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## V. Operation

### A. Starting

1. Read Operator's Manual before starting. Different models have different operational/starting procedures.
2. Transmission. Many have a variable speed clutch with one forward and one reverse gear.
3. Brakes - Cable brakes with an emergency brake are standard.

### B. Personal Protective Equipment

1. Eye protection is required - Sunglasses or prescription glasses are acceptable. In some cases you will be required to wear a safety helmet or safety glasses/goggles.
2. Check screen for pinch points. If the vehicle is equipped with a hydraulic dump box, a screen is required between the cab and the hydraulic box to prevent a pinch point.
3. Seat Belts are to be worn if the manufacturer has installed them.



### C. Site Assessment

1. Slope or grade - Vehicle rollover is possible based on load and speed conditions.
2. Always drive straight up or down a slope or steep grade. Going crossways, especially on loose gravel or soft dirt can result in a rollover. In some cases it may not be appropriate to drive on a slope, if the vehicle could tip over due to weight load distribution. When in doubt, take the long way around, safety should always be an operator's first option!
3. Pathways - Beware of narrow pathways not designed for vehicle traffic. Do not drive on a path unless there is a minimum of two feet clearance on either side of the vehicle. Some paths are not rated or suitable for vehicles of this weight, and may only be appropriate for horse, pedestrians or bikes, etc. Some pathways could give way even with this light class of vehicles.
4. Avoid congested areas where pedestrians or the public gathers.
5. Avoid parking in stairways, stairwell landings, building entrances, on sidewalks, in front of occupied camping sites, areas that block traffic in a loop, or crosswalks.
6. Avoid parking or driving in areas that have poor tire traction (iced over lots or packed snow) or reduced visibility (trimming brush off a roadside, on a corner with little reaction time).

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## D. Operation Includes

1. No matter what kind of vehicle you operate, you must obey all DMV laws. This includes pedestrians in crosswalks, stop signs, intersections, yield signs, speed limits, etc.
2. Racing, doing stunts, horseplay or reckless driving is strictly forbidden, and can result in termination or disciplinary action.
3. Do not “dump the clutch,” “put the pedal to the metal” or “jump on it” to see how much rubber you can lay with the vehicle, or throw gravel.
4. Do not follow cars, trucks or other utility vehicles too closely.
5. Know park policies! See your park manager.
6. Pedestrians always have the right of way.
7. Never assume they see you, or know your intentions.
8. Be especially cautious around people with disabilities and the elderly. They may not see or hear the vehicle, and may need to park their vehicle where you want to park.
9. Do not let passengers ride in the utility vehicle bed unless it is specifically designed to carry people.
10. Restrict loads to less than the suggested load in the operator’s manual. Make sure loads are secure.
11. Do not carry unsecured loads or parcels in the front driver’s compartment that can slide over, or fall out and distract the operator.
12. Do not carry items that stick out over the sides or restrict your vision or use of the mirrors.
13. Avoid top-heavy loads, or carrying loose trash and items that will blow out the back.
14. Avoid backing out from a parking stall. If you must back up, do so slowly, looking carefully over your shoulder, or use a spotter.
15. Parking - Pulling through and/or backing *into* a stall is the accepted and expected procedure.
16. Anytime you stop, use the parking brake, and do NOT leave the keys in the ignition.
17. Do not abandon the vehicle and leave it running “just for a minute.”
18. Sound the horn when going around blind corners (eg. fairgrounds).
19. Do not exit the vehicle until it is completely stopped. This applies to drivers and passengers.
20. Try not to use cell phones or radios when the vehicle is moving.
21. Do not use head phones (iPod, CD players) or ear bud devices that would limit your



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hearing in case someone needed to get your attention. It is not safe and looks unprofessional!

22. If a driver has a collision, incident with pedestrians, or an accident due to being careless about the selection of appropriate slope, grade, path or vehicle operation, the driver may be disciplined for failure to follow these guidelines.

## VI. Post-Operation

### A. Cleanup, Hazard Warnings, Storage

1. Clean and inspect tools and vehicle for damage or needed maintenance.
2. Take the trash out of the vehicle, and follow park procedures for securing the keys.
3. Plug in golf cart.
4. NOTE: Some parks may require placing a red cone around the vehicle rear bumper while stopped for maintenance tasks. Check with your park manager.
5. Place yellow hazard tape around any park hazard for the safety of staff and visitors.
6. This is especially important for those doing trail maintenance or debris removal, or when you find a broken water line, huge nutria/ badger holes in the day use area, hazardous trees, etc.)
7. Red Tag any non-energized tools, vehicles or equipment damaged during work project.
8. Complete Lockout/Tag-out process for any energized tools or equipment damaged during work.
9. Schedule repairs or replacement on damaged tools or vehicle.



## VII. Demonstration of Proficiency

Anyone trained to drive a vehicle on state business is required to demonstrate proficiency prior to signing training ledger.

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## PROFICIENCY TEST

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#### I. Multiple Choice:

1. When driving around pedestrians, an operator should remember:
  - a) Pedestrians always have the right of way.
  - b) To never assume they know you are there, or know your intentions
  - c) To be especially cautious around people with disabilities, the elderly, and little kids!
  - d) All of the above.
  
2. Cleanup, Hazard Warnings and Storage requires an operator to:
  - a) Clean and inspect tools and vehicle for damage and/or needed maintenance and plug in the golf cart (if applicable).
  - b) Park this type of broken or damage vehicle next to the flammables shed, wrap a Yellow Logged Out/Tear Out (LO/TO) Tag around the vehicle steering wheel and leave the tear off portion for the Maintenance Ranger at the booth.
  - c) Take the trash and your fast food lunch bag out of the vehicle, and secure the keys in the lock box or where ever they are stored (per park policy).
  - d) Place hazard tape around any park hazard you found while you were operating the vehicle and report it immediately.
  - e) A, C and D only
  - f) All of the above.
  
3. Before operating one of these vehicles you must:
  - a) Read the operator's manual and be aware of its operating characteristics.
  - b) Take the 07-05 Safe Vehicle Operations Module
  - c) Learn how to safety exit the vehicle in a rolling stop
  - d) Learn the park boundaries, where the hazards are, etc.
  - e) All the above
  - f) A, B and D
  
4. When performing a pre-operation inspection/service, you should check:
  - a) Lights, wipers, tires, and seat belt
  - b) Walk around vehicle looking for dings or damage
  - c) Fuel or battery level for golf carts
  - d) All of the above.
  
5. You need to check the slope of an area because:
  - a) You are graded by how well you can drive across slopes with a high degree of difficulty.
  - b) Vehicle rollover is possible based on load, terrain and speed conditions.
  - c) So you know how fast you can go down the hill, screaming "Cowabungggga!" with the wind in your hair and "Thriller" or "Evil Woman" playing on the earphones.
  - d) All of the above.

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6. Personal Protective Equipment that may be required for some vehicles or tasks include:
- a) Checking for pinch points on any vehicle that has a dump bed.
  - b) Some form of eye protection, which may include sunglasses, prescription glasses or safety glasses/goggles.
  - c) Operational Seat Belts
  - d) All of the above
  - e) A and B only.

## II. True/False:

7. \_\_\_\_\_ You need to check the lift bed for safe operations and obstructions around the bio-based lubricant points and Centennial Horizon lever before you leave the shop.
8. \_\_\_\_\_ Whenever possible break off the existing road or trail and take the scenic route, since that is what 4 wheel drive vehicles are for in the park.
9. \_\_\_\_\_ One should make sure loads are secure, and not obstructing the operator's view.
10. \_\_\_\_\_ When parking, pull through, or back in to the stall. If you must back out of a spot, do so slowly, preferably with a spotter if your view is obstructed, or little tykes are around.
11. \_\_\_\_\_ You should generally not drive the Gator/Mule/Golf Cart on congested pathways or areas where the public is gathered.
12. \_\_\_\_\_ Any time you are going to be away from your vehicle for a short period it is OK to leave the keys in the ignition, as long as you set the emergency brake and set out a red cone by the front bumper.
13. \_\_\_\_\_ It's okay to drive in tight areas and trails where there is minimal side clearance.
14. \_\_\_\_\_ It is OK to use headphones all the time. Just keep the volume down and don't play I'm stuck in prison, my wife left me, my dawg died-type sad music that will depress our campers.
15. \_\_\_\_\_ One should try to avoid driving or parking in areas with packed ice, snow or an area with reduced visibility.
16. \_\_\_\_\_ It is OK to park in stairway landings, exits and block traffic in the loop, as long as you put your yellow cone and orange tape out.
17. \_\_\_\_\_ If a vehicle has a seat belt, it must be worn any time the vehicle is moving.

Employee Name: \_\_\_\_\_ Pass \_\_\_\_\_ No Pass \_\_\_\_\_ Date: \_\_\_\_\_