

COMMUNITY COLLEGE OF DENVER

Title: Use of Golf Carts

Guideline #: PO – 3

Approved: September 7, 2011
July 13, 2015
August 9, 2017

References: AHEC Policy – Use of Golf Carts

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

Auraria Higher Education Center (AHEC) Policy – Use of Golf Carts outlines operating rules and safety guidelines related to the operation of golf carts for employees who work on the Auraria Campus.

2. APPLICABILITY

These guidelines apply to all Community College of Denver (College) employees who operate electric and gas powered small size utility/service carts (golf carts) on the Auraria Campus.

3. DEFINITIONS

Golf Carts – Electric and gas powered small size utility/service cart.

4. POLICY

All employees operating a cart must adhere to all operating rules and safety guidelines outlined in AHEC Policy – Use of Golf Carts, as well all applicable vehicle and traffic laws of the State of Colorado and the City and County of Denver.

5. GUIDELINES

a. Employees:

- i. Must have a current, valid driver's license and must have it on his/her possession at all times during the operation of a golf cart.
- ii. Must pass a certification test, conducted by AHEC, prior to operation of a golf cart.
- iii. Are responsible for understanding and complying with AHEC Policy – Use of Golf Carts and these guidelines.
- iv. Who operate a golf cart on the Auraria Campus must complete a driver's license certification, which will be maintained in the employee's personnel file in the Human Resource Department.

b. Supervisors:

- i. Are responsible for ensuring employees who operate golf carts receive training on the operation and safety of each vehicle they will be responsible for operating.

- ii. Are responsible for providing a copy of AHEC Policy – Use of Golf Carts and these guidelines to the employee and ensuring the employee understands its contents.