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(Name of Ag Society or County Fair Board)

## **GOLF CARTS & UTILITY VEHICLE POLICY**

1. Keep ignition keys removed whenever the golf cart or utility vehicle is unoccupied.
2. Secure the carts and remove the ignition keys when not in use. Keys should be kept secure & given only to authorized person. Use signage at the site of storage as well as on the cart to emphasize that these carts are **for authorized use only**.
3. Establish criteria and job description that identify those who are qualified to become authorized golf cart operators.
4. Establish clear instruction and pathways for the intended usage of these carts, with special attention to areas of congestion and of uneven terrain, plus clear examples of types of use that will not be tolerated.
5. Limit cart check-out to a precise list of authorized employees who have been trained in (a) the mechanics of their use, (b) the program's sanctioned types of use, and (c) the approved pathways for use. Establish a check-in as well as a check-out set of procedures for authorized use of carts. Adopt a strict policy whereby authorized cart personnel must be issued and wear a wrist band signifying authority to operate cart on the fairgrounds.
6. Establish and implement policies as to disciplinary action against employees who do not comply with approved methods of use.
7. Maintain procedures for recharging and/or refueling carts separate from standard employee use of the carts.
8. Whether leased or owned, be sure that any damage to the carts under the control of the Ag Society is covered by the Ag Society's insurance as well.
9. Any patron or third party operating a golf cart on the fairgrounds must provide a certificate of liability insurance naming the \_\_\_\_\_ Agricultural Society or County Fair Board as an additional insured.
10. If used while patrons are on site, install an audible warning device to alert guests of carts presents.
11. Instruct drivers to use walking speed or just above only.