Golf Cart Training

For People Movers and other cart users.....

COMMENCEMENT
MAY 20-21, 2016
The Purpose of this PowerPoint is to...

- Help ensure the safe operation of RIT owned, leased or rented motor vehicles
- Help ensure the safety of drivers and passengers
Types of Golf Carts

4 Seat

6 Seat

Cargo
The Difference Between Cars and Carts

- Carts roll over easier
- Carts always operate near pedestrians
- Carts run silently
- All other motor vehicles have the right-of-way
Basic Golf Cart Guidelines

- Golf Carts should **only** be used for the activity they were rented for
- Joy riding is **not** permitted
- Horseplay endangers passengers and pedestrians and will **not** be tolerated
- Golf carts **must** be operated safely **at all times**
Where/When You Can Drive

- Golf carts should be driven on paved surfaces only unless authorized for other use
- Do not operate across the grass or on any trails
- Do not operate in pedestrian zones unless authorized for such use
- Golf carts without headlights shall not be operated after dusk or before dawn
- **STAY OFF OF THE QUARTER MILE!**
Speed Limits

- Operate at a speed equivalent to a well-paced walk
- Maximum speed is subject to:
  - The terrain over which it is being driven
  - The weather conditions
  - The total weight of the utility vehicle, passengers and any other equipment being carried
- Parking lot speed limit is 5 mph
- Be EXTRA careful in parking lots
- Avoid making any sharp turns. Carts are tippy.
Information for Drivers

- Cart operators shall observe **all** RIT campus rules and NYS vehicle traffic laws
  - Carts cannot be driven off campus
  - You must obey traffic signs and symbols
  - Pedestrians have the right-of-way. Always. No exceptions.
  - You must obey campus speed limits
- All utility vehicles will be operated from the driver’s side only
Before You Drive

- Read the Operating Instruction Label
- Review how the vehicle operates before you turn it on
- If you are not familiar with where you are going, check a campus map before you get started
Driving the Vehicle

- **Always** check behind the vehicle before backing up
- No more occupants than the number of seats
- Keep hands and feet inside the vehicle
- **Ask passengers if they are ready - before you move**
- Drive **Slowly**
- Avoid steep grades
When Parking Your Cart...

- Do not block entrances, walkways, etc.
- Turn cart off and **take the key with you**
- Set the brake – press the pedal all the way down
- Set the direction selector to FORWARD
- Note: Cart with parking break on will lurch a bit as you step on the gas. Make sure you have room in front of you.
When Carrying Stuff in the Cargo Box

• Make sure your load is secure
• Tie it down if needed
• After loading, always confirm that all four wheels are touching the ground
When There Are Passengers

- When your cart is occupied with passengers, the weight distribution *increases* and stopping distance is *increased*: Go slow!
- **DO NOT** operate with more passengers than seating is provided
- Utility boxes on 2 person carts shall **not** be used to transport additional riders
Pedestrians have the right of way. Always. No Exceptions.

- If the cart is being operated on the sidewalk, pull off the sidewalk to pass pedestrians or
- stop the cart until they have passed.
Cart Malfunction?

- Call the FMS Staff Member on Duty

<table>
<thead>
<tr>
<th>FMS SPECIAL EVENTS</th>
<th>Cell Phone</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen Rydelek</td>
<td>455-4474</td>
<td>11:00am - 9:30pm</td>
<td>6:00am - 11:00am</td>
</tr>
<tr>
<td>Paula LaFave</td>
<td>208-7677</td>
<td>8:00am - 5:00pm</td>
<td>11:00am - 5:30pm</td>
</tr>
<tr>
<td>John Killings</td>
<td>259-2231</td>
<td>9:00am - 7:30pm</td>
<td>8:00am - 6:00pm</td>
</tr>
</tbody>
</table>

- People Movers should also contact Chuck Lamb via radio
- Do not use the cart until the problem has been corrected
- Do not attempt to make repairs
Accidents

- If you are involved in an accident, **immediately** report it to Public Safety at 585-475-2853
- People Movers should also contact Chuck Lamb via radio.
- Other RIT Staff should contact their supervisor.

*Image from: http://wadelaw.us/services.asp*
Real-time Event Updates

- All Commencement Volunteers are asked to subscribe to RIT’s new real-time alert system
- Text RITGRAD to 888777
- You will receive real-time updates related to commencement activities, weather or safety issues.
- Your subscription is anonymous.
- You will automatically be unsubscribed when commencement ends on Saturday.
- You can unsubscribe at any time by replying STOP.
People Movers: Post Ceremony

New Process for 2016 – For Safety Reasons

- We will not board passengers until crowd has cleared the pick up area
- Chuck Lamb will signal when boarding can begin
People Movers - Be Prepared

- Guests will ask you questions.
- You are an Info Booth on wheels 😊
- Review the Commencement website and know where to find the answers. [www.rit.edu/commencement](http://www.rit.edu/commencement)
- Bookmark it, get the RIT Mobile App for Apple and Android devices, or go to [m.rit.edu](http://m.rit.edu)
- All volunteer training docs are on the website.
- **Dress for the weather**: Sunscreen, rain gear, gloves, etc.- whatever you need to be comfortable
People Movers: Getting Guests to the Right Place

- Guests may not know where they need to go. Be prepared to help them figure it out.
- Refer to the Commencement website for:
  - List of 2016 Graduates
  - Schedule of Ceremonies & Receptions
- Finding their car: My Bus Stop Cards will be given to guests as they board the shuttle buses.
- **Guests who parked in S Lot must take the bus from Polisseni Center only.**
- All other lots are serviced by the buses departing from D Lot.
People Movers – Radio Channel

- People Movers should keep their radio on Channel 4
- You will not hear calls for People Movers if you are not on Channel 4
- Channel 1 is used for General Commencement Communication
- Hold down the button to speak
- Release it when done speaking
People Movers for Convocation

- **Convocation Overflow Seating**: when the Field House has reached capacity, guests will be directed to the Polisseni Center to watch the ceremony via live stream.

- Use the **Express Lane** to transport guests from D Lot/Field House to Polisseni Center.

- Convocation VIP Pass Holders: College Delegates, PhD Candidates and other pass holders will continue to be seated in the Field House.

- After Convocation ONLY: the bus from Polisseni will go to ALL parking lots. At other times it goes only to S Lot.
If you are not a People Mover...

- Do NOT pick up passengers
- Put a sign on your cart please:

Utility Vehicle – No Passengers Permitted
Global Village Lot – near the Red Barn on Kimball Drive. You can park your car here.

Pick-up & Return Carts During These Times
Friday, May 20: 7:00 AM – 10:30 PM
Saturday, May 21: 6:30 AM – 6:30 PM
Be kind to the Cart Corral Staff. Return your cart promptly. They can’t go home until you do.
All Drivers Must Sign the Agreement

- Download the **Golf Cart User Agreement** at [http://www.rit.edu/fa/parking/sites/rit.edu.fa.parking/files/forms/Golf%20Cart%20User%20Agreement.docx](http://www.rit.edu/fa/parking/sites/rit.edu.fa.parking/files/forms/Golf%20Cart%20User%20Agreement.docx)
- Print your name, sign, and date the form.
- Bring the form and **your driver’s license** with you when picking up golf cart.
- Golf carts **will not** be released without the **form and driver’s license**.
Commencement Volunteer Hospitality Room

Where: Gordon Field House & Activities Center
Reception Room (2nd floor overlooking the pool)

When: Friday, May 20: 4:30-8:30pm (hot dinner)
Saturday, May 21: 6:30am-4:30pm (light breakfast ‘til 11am, lunch, snacks, sandwiches).

Coffee, tea, cocoa, soda and water available at all times.

RIT Dining Services venues will be open across campus.
Review

- Get familiar with the vehicle you are driving
- Know where you’re going
- Drive at a safe speed
- Yield to other vehicles
- Be aware of your surroundings
- Use the golf cart properly (no horsing around)!
- Pedestrians have the right of way. Always. No exceptions.
- Bring your driver’s license and sign the agreement form.
Thanks and Remember...

Commencement is a special campus celebration. Enjoy yourself, but let’s be careful out there!

Contact Kerry Hughes Kerry.hughes@rit.edu or 585-475-6159 with any questions.