

Pre-Operation Check List For Golf Carts & Utility Vehicles

A daily vehicle inspection must be conducted before use each shift. Any vehicle not in proper working order must be reported to the supervisor and the cart taken out of service until properly repaired. Operators of Carts must poses a valid driver's license and obtain driver authorization following training by our Maintenance Supervisor / Trainer.

Date: _____ Inspector _____

Inspection / Visible Items

Y	N	NA		Y	N	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are Tires inflated to the proper pressure, tires in good repair, and tires with safe tread?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are safety stickers and reflective markings in proper condition, clean?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fluid levels maintained at proper levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any other visibly defective items noted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there any evidenced of fluid leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any loose parts?				

Inspection / Functional Aspects

Y	N	NA		Y	N	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the vehicle steering loose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are Seat Belts Accessible for use, clean and in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is Back Up Alarm Audible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the normal operational?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the Brakes Functioning Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all signals fully functional?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the side and rear view mirrors in good condition, e.g., not cracked, fogged, loose, dirty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the battery fully charged, in safe condition, no signs of deterioration or corrosion?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are operational flashing hazard lights on the cart operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is all original equipment safety features maintained in good working order as recommended by the manufacturer's service manual

Golf Cart / Utility Vehicle Operator Evaluation Form

Operator Name _____

Equipment Model, Type _____

Date: _____

Retraining Date: _____

Step	Evaluation	N/A	Pass	Fail
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Equipment Inspection	Operator inspects the cart or utility vehicle / Demonstrates Competency in inspecting for safe condition : 1. Has a valid drivers license 6. Horn 2. Tire Condition 7. Brake 3. Body condition no loose parts 8. Back up alarm 4. Battery Condition 9. Head, Tail, Direction lights 5. Steering 10. Safety Stickers			
Loading	1. Demonstrates knowledge of weight limits, # of riders 2. Demonstrates proper loading of appliance, utilities, tools, materials 3. Inspects tie downs and choose proper size and type 4. Demonstrates proper and secure tie down of cargo			
Operation	1. Demonstrates safe operating skills, stays seated, all body parts in the operating lines of the cart or utility vehicle 2. Wears seat belt when provided by manufacturer 3. Demonstrates safe operating speeds 4. Slow Turns, full stops at stop signs, Follows rules of the Road 5. Demonstrates safe operation when ground is rough, sloped, on turf, wet conditions 6. Stays on the road way until delivery to the unit or worksite 7. Knows rules for use of cell pone and radio while operating			
Parking	1. Parks in designated area 2. Secures the keys and prevents unauthorized use or operation 3. Does not block doors, fire extinguisher or hose, fire lanes, exit ways, sidewalks, ramps 4. Cleans up the cart or utility vehicle for next use.			

Auditor / Evaluator Signature: _____ Date: _____