

Division of Undergraduate Education (DUE) Golf Cart Shared Use Policy Golf

Cart Check-Out System

1. Purpose

To establish a consistent and transparent process for scheduling, accessing, and maintaining the shared DUE golf cart to support departmental operations and ensure responsible use across all participating units.

2. Reservation & Access

- Primary Contact: [Mona Nelson](#) will serve as points of contact for scheduling and check-outs.
- Calendar System: a [calendar](#) is available on the DUE Staff Site
- Advanced Booking Form:
 - Reservations should be [submitted](#) at least 24 hours in advance.
 - Requests should include: Department, Contact Name, Date/Time, Purpose, and Pickup/Return Time.
 - Approval: DUE will confirm availability and send calendar confirmation once approved.
 - Priority Rule: Due to operational needs, XCITE has first priority; all other departments may book only during open time slots.
 - Failure to follow the outlined booking system will prevent access to the golf cart.
 - In instances where there are conflicting requests, the DUE Dean's Office will decide based on operational needs and DUE mission.

3. Key & Cart Access

- Golf Cart Storage Location: XCITE
- Key Check-Out:
 - Keys will be stored in a secure lockbox managed by [Mona Nelson](#).
 - Borrowers must sign in/out using a digital or paper log with name, department, date/time, and condition notes.
- Key Return:
 - Keys must be returned the same day unless prior arrangements are made.
 - The vehicle must be parked in its designated location and plugged in for charging.
- Lost or Damaged Key:
 - Requestor's COA will be charged for a replacement
- Anti-Theft Wheel Lock:
 - Place the lock device in the back storage compartment of the cart (under the back seat) along with the cart cover while the cart is in use.



4. Usage & Responsibilities

- Drivers must possess a valid California driver's license
- Completion of the following LMS training: Distracted Driving, Defensive Driving, and Motorized Cart Driving.
 - There will be no exceptions.
- Must acknowledge review of Fleet [Campus Policy Number: 900-03](#)
- The Cart can only be driven/parked within approved campus boundaries and for official university business, as shown [here](#). Citations will be issued if it is found or used outside of these boundaries.
- Any incidents, mechanical issues, or damages must be reported immediately to [Mona Nelson](#) and [Nate Wildes](#)

5. Maintenance & Reporting

- Charging & Maintenance: [Nate Wildes](#) will oversee regular maintenance and battery charging.
- Damage or Incident Reporting: Users must complete a brief [incident form](#) within 24 hours if any damage occurs.