



GOLF CART POLICY AND PROCEDURES

The following policy and procedures apply to anyone operating a golf cart throughout the duration of the Hampton Beach Seafood Festival. The purpose of this policy and procedure is to help ensure the safe operation of golf and other utility cart vehicles on location. Any individual operating a golf or utility cart at the Hampton Beach Seafood Festival must adhere to the following policies and procedures. Any violation of these rules may result in disciplinary action:

Policy:

1. Carts are to be operated with the utmost courtesy, care and consideration for the safety of the operator, passengers, pedestrians and property. Pedestrians shall always be given the right-of-way .
2. Carts are provided to facilitate performance of work duties.
3. Carts are to be properly equipped and utilized appropriately and safely.
4. Per [NH RSA 215-A](#) carts are prohibited from operating on public roadways. When crossing a public roadway, the cart operator must do so at a 90-degree angle and must yield to traffic.
5. Procedures and details for operating carts on campus are specified in the section below:

Procedure:

General Operation:

- Vehicles shall not be operated in a manner that may endanger drivers, passengers or other individuals (pedestrians), or harm property. Dialing and/or texting on mobile phones or manipulating other devices is prohibited while operating a golf cart.
- Golf cart operators (drivers) and passengers should be limited to employees, authorized lessees and/or contractors. All non-employee passenger requests should be direct to the operations managers.

Passenger Limit/Load Capacity

- Do not exceed the passenger limit, seating designation, capacity, or load capacity designated by the vehicle's manufacturer.

Parking

- Do not block any access or egress (natural flow of traffic) to entrance areas to buildings, stairways, access ramps, or main thoroughfares.
- Park carts in a single row so they do not block or interfere with the normal flow and path of pedestrians or other carts.
- Cart operators are responsible for the security of ignition keys during the time that a cart is assigned to them. Any time a cart is unattended; the ignition shall be turned off, the key removed from the ignition, and in the possession of the authorized operator.

Driving Rules

- No one under the age of eighteen (18) can operate a cart.
- A valid driver's license is required to drive a cart on festival location.
- Carts will be driven in compliance with the common "rules of the road," adhering to all traffic laws and regulations, regardless of whether they are being operated on service drives, sidewalks or roadways.



- Pedestrians have the right of way. Cart operators must reduce speed on walkways when pedestrians are present, and space is limited. Maintain safe distance between golf cart and pedestrian. Drive on right side of sidewalks/paths like street driving rules.
- When walkways are crowded (during festival), golf cart operators must either stop, proceed around pedestrians at a very slow pace, or if ground conditions are dry may temporarily proceed around a group of pedestrians on the turf/grass.
- All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart always when the cart is in motion.
- Never back up without first making sure there is no person or obstructions behind the cart.
- Reduce speed to compensate for inclines, corners, bumps/rough terrain, pedestrians, and especially on wet/icy conditions.
- Avoid abrupt stops (skidding), high speed turns and any form of horseplay.
- Avoid driving over sprinkler heads, drain covers and avoid turf (grass) during wet conditions.
- Do not jump curbs or other obstacles that may damage the cart.
- Be certain to set the brake whenever stopping and leaving the cart.
- Drivers and passengers must remain seated whenever the vehicle is moving. Do not stand on or ride on the bumpers, fenders or club storage area. Drivers should stop cart when looking or scanning beyond a 90-degree field of vision (stop before turning your head to view something behind you – 180 degrees).

Accidents:

- Drivers involved in an accident must immediately report the incident to their supervisor and operations manager, regardless of whether property damage or personal injury occurred.
- Accidents involving injury must be reported to operations manager, the injured employee's immediate supervisor, and Hampton Beach Seafood Festival Management team.

Enforcement:

- Golf cart operators or passengers violating these procedures may be prohibited from operating a golf cart by management.

Signature of Employee

Date

Employee's Name - Printed

Company Representative

Date