

## **Golf Cart and Utility Vehicle Certification Frequently Asked Questions**

### **PART 1: TRAINING AND SAFETY**

**Who needs to complete the online training and safety checklist?** Each faculty and staff member and employee of a DSO or other entity operating a golf cart and/or utility vehicle on campus must complete the online training and safety checklist unless exempted.

**Are all faculty and staff required to complete the online training and safety checklist?** No, Assistant Directors (or equivalent) and above are exempt from the online training or safety checklist; however we do encourage them to view the online training module to be familiar with the content.

**Who can act as the supervisor when completing the safety checklist?** The supervisor can be the faculty or staff member's direct supervisor. Alternatively, the director (or equivalent) for that department can designate a member of their staff to be the "Golf Cart Manager," whose responsibilities would include completing the checklist with each employee. The supervisor or designated individual will submit the checklists to EHS ([ehs@ucf.edu](mailto:ehs@ucf.edu)). The golf cart and/or utility vehicle registration information will be submitted directly to the EHS Insurance Coordinator.

**Would a faculty or staff member operating a GEM Cart or State Vehicle be required to complete the online training and safety checklist?** No, GEM Carts and State Vehicles do not apply to this Advisory.

### **PART 2: REGISTRATION**

**My golf cart and utility vehicle is already authorized by the Office of Vice President for Administration and Finance and Chief Financial Officer; do I need to register my golf cart and utility vehicle?** Yes, all golf carts and utility vehicles must be registered with the EHS Insurance Coordinator; this may be in addition to any other previous authorizations or registrations. EHS is assisting the Office of Vice President for Administration and Finance and Chief Financial Officer in updating and documenting the current golf carts and utility vehicles operating on campus.

**As part of the registration process, it is asking for my golf cart and utility vehicle assigned number. What is the assigned number? What if I do not have an assigned number?** The assigned number is a three digit number which identifies a golf cart or utility vehicle. This number must be displayed on the vehicle. If your golf cart or utility vehicle does not have an assigned number, when you contact the EHS Insurance Coordinator to register, you will be assigned a number. Please note that this will consist of a combination of letters and numbers making up three digits.

**How do I get my newly assigned number on my golf cart and utility vehicle?** You will need to contact Work Control at 407-823-5223 and put in a ticket to have the assigned number placed on your golf cart or utility vehicle. Please note that this number must be displayed on the golf cart or utility vehicle.