

GSE Dean's Office Golf Cart Usage & Reservation Policies

The primary function of the GSE golf cart is to support GSE-IT, which has to haul equipment to all seven locations. However it can also be used by other dean's office groups who have the occasional need to transport materials. The cart should not be used as a mode of transportation or for routine meetings/events; it is meant to be used for special occasions that require a lot of hauling. It is important that the cart be available for unexpected IT requests, and that the usage policies be clear. For this reason, we've set out a few key requirements for reserving the cart:

1. Dean's operations teams should designate one or two drivers.
2. All drivers must take the safety training (online) and present evidence at the time of reservation that the course has been completed. See instructions for signing up for the course below.
3. The cart should be reserved at least 1 week in advance by contacting Tom Woerz. **Backup:** Martin Renteria.
4. The cart is to be used to move equipment and supplies. If you have a unique need, such as transporting people with disabilities, please request permission in advance.
5. The cart may be reserved for 90 minutes at a time.
6. The cart must be plugged in before and after reservation, so that it remains charged.
7. Exceptions to these policies will be reviewed by GSE-IT and Priscilla Fiden.

Special Events for which the cart is pre-approved for day use include:

- GSE Commencement
- EPAA Commencement
- GSE Reunion
- Admit Day(s)

Cart Safety Training (online)

This free, online course should be taken by everyone who wants to drive a cart on campus. It presents cart driving and parking rules, describes what permits are required for driving a cart onto campus, and explains how to obtain cart permits and stickers.

1. [Log into AXESS](#) (SUNET ID required) and select the "STARS (Training)" tab at the top of the page.
2. Locate the course by searching the catalog. Use the course activity name "Cart Safety Training (Online)" or code: PTS-1000-WEB.
3. Enroll and launch the self-paced course.