

East Georgia

STATE COLLEGE[®]

PLANT OPERATIONS DEPARTMENT Campus Golf Cart Reservation Request

Golf Cart Procedures

Campus-owned golf carts are allowed to travel on campus streets, through parking lots, and on sidewalks but must not impede the flow of vehicular traffic and must yield to pedestrian traffic at all times. Golf carts are only allowed to be driven by campus employees (faculty/staff/students) and are not allowed to be used to transport anyone who is not on official college business. (from **Personal Transportation Vehicle Policy**)

By requesting the use of a College-owned golf cart, the undersigned agrees to abide by the PTV Policy currently in effect, as well as the following:

- 1. Carts must not be left unattended with the key left in the ignition.**
- 2. Carts are reserved on a first-come, first served basis.**
- 3. Carts are to be reserved a minimum of 24 hours in advance of the required use. (submission of this form via scan to fleet@ega.edu)**
- 4. Requester (or designee) is responsible for picking up the cart at the Plant Operations building and returning it during normal working hours (Monday – Friday 8 am until 5 pm). For use at times not during normal working hours call to discuss logistics with Plant Operations at 62095 (please leave voice mail).**
- 5. Requestor is responsible for leaving the carts clean and if damages have occurred while in their possession, to report the damages via an incident report with EGSC Police Department.**

Date: _____

Department: _____

Requester: _____
Signature

Pick up Time: _____
Drop off Time: _____