



## **Parking and Alternative Transportation Services Golf Cart Policy**

Reservations for the Parking golf carts are limited to current Parking staff only. The President's Office and Career Center Department can use the golf cart by submitting a reservation request. Each reservation request requires the submission of both the Defensive Driving Training & Golf Cart Safety Training Form completed within the past 12 months.

Each golf cart reservation requires its own form and approval for each occurrence. The person completing the form acknowledges they assume all responsibility for the golf cart including but not limited to: ensuring only qualified and eligible drivers may operate the golf cart at all times, it is parked only in approved/safe locations, it is locked when not in use, it is clean of any trash or mess, it is plugged in and charging after use in its assigned parking location, and the keys are returned to the Parking Office in a timely manner. If used overnight, the keys must be returned by 8am the following morning.

Additionally, you and any driver during the reservation are responsible for any or all damage inside or outside of the golf cart (caused by negligence or accident).

### **MISUSE OF UNIVERSITY VEHICLES**

The following conditions are considered to be a misuse of University vehicles: Driving a University vehicle without authorization by proper University officials. Driving without a valid California or other State operator's license of the appropriate class for the type of vehicle being driven. Permitting a person who is not a University employee to drive a University vehicle. Engaging in unsafe practices, including failure to use and to ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and/or shoulder harnesses. Falsification of travel logs, travel authorizations, defensive driver training program certificates, accident reports, or other forms relative to the use of the vehicle. Improper storage or parking of University vehicles. Personal use or conveying passengers other than persons directly involved with University or State business, except with the approval of the employee's immediate supervisor. Failure to comply with any law, regulation, or policy regarding the use of University vehicles, including the requirement to have satisfactorily completed a CSU approved defensive driver training course. Employees misusing University vehicles will be held personally liable along with their department, for damages to persons or property caused to third parties or non-third parties, state entities and the legal expenses of defense. Employees who misuse University vehicles may also be subject to disciplinary action by the University.

Any violation of these terms or misuse of the Parking Golf Carts will result in suspended or revoked operating privileges of the Parking Carts immediately.

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**University Parking & Transportation Services**  
25800 Carlos Bee Boulevard, Hayward CA 94542  
510.885.3790 ·  
[www.csueastbay.edu/parking](http://www.csueastbay.edu/parking)

By signing below, I hereby acknowledge that I have completely read and fully understand the CSU East Bay Parking and Alternative Transportation Services Golf Cart Policy.

Signature : \_\_\_\_\_

Print Name: \_\_\_\_\_

Dare: \_\_\_\_\_

**Office Use only:** Parking Employee verifying this form ensures that the employee requesting a Golf cart has completed training and has provided certificates of completion as proof. Parking Employees will then update the Fleet Reservation Authorization Driver List.

- Defensive Driving Training & Golf Cart Safety Training Form has been completed within the past 12 months.
- Parking Staff
- President's Office Staff or Career Center Department Staff

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

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