



## LU ONE GOLF CART USAGE GUIDELINES

### 1. ELIGIBILITY & TRAINING

- Only **LU-approved drivers** and **approved golf cart drivers** may operate the cart
- Drivers must have completed the University Golf Cart/UTV Safety Training
- A copy of the driver's approval may be requested by LU ONE at any time

### 2. RESERVATION & USE

- Reservations must be made in advance through the LU ONE Golf Cart Reservation Portal ([www.liberty.edu/LUOneGolfCartTracking](http://www.liberty.edu/LUOneGolfCartTracking))
- Reservation hours: Requests are processed Monday–Friday, 8:00 a.m.–4:00 p.m.
- For last-minute/Rush requests, please email [luone@liberty.edu](mailto:luone@liberty.edu) or call 434-582-2735
- Last-minute requests needed after hours or on weekends will not be processed
- Reservations are accepted on a first-come, first-served basis
- The golf cart is available for official university business only, such as VIP guest transport, campus tours, or department events
- Departments are encouraged to assign one liaison to coordinate all reservation requests

### 3. SAFETY & OPERATION

- Drivers must adhere to all campus traffic and safety regulations
- Operators must always drive responsibly and yield to pedestrians
- The cart should not exceed campus speed limits and should remain on approved routes (see attached map)
- No personal use or off-campus driving is permitted
- Seatbelts (if equipped) must be worn by all passengers
- Use of cell phones or other electronic devices while operating these types of vehicles is strictly prohibited
- The cart should not be overloaded — passenger count must not exceed six

### 4. PICKUP, RETURN, & CONDITION

- The golf cart must be **picked up and returned** to the designated LU ONE location (**Green Hall**)
- **Operators must conduct Pre-Use and After-Use Safety Inspections (Golf Cart Use Checklist provided in the cart)**
- **Keys must be returned** to the LU ONE Lounge **immediately** after use

### 5. KEY & LOCK PROCEDURES

- Do not leave the keys unattended in the cart and ensure the locks are in the vertical (unlocked) position (Horizontal position = locked)

#### IN CASE OF LOCKOUT OR LOST KEYS

- Call LUPD and provide the golf cart number (78000)



- **LUPD will coordinate with Transit to provide replacement keys**

## **6. DAMAGE, ACCIDENTS, & REPORTING**

- Any damage, malfunction, or flat tire must be reported immediately to LUPD and LU ONE
- In the event of an accident or injury, contact LUPD immediately
- Departments may be held financially responsible for damage resulting from misuse or negligence

## **7. COMPLIANCE & ACCOUNTABILITY**

- Unauthorized use, failure to follow these guidelines, or misuse of the golf cart may result in loss of privileges
- **Each driver must complete and sign the Golf Cart Usage Acknowledgment Form**, confirming they understand and agree to all golf cart policies
- LU ONE reserves the right to deny future reservations to departments that do not comply with these guidelines

## **8. SUPPORT & ASSISTANCE**

- For breakdowns, emergencies, or assistance, contact LUPD
- For reservation questions or policy clarification, email [luone@liberty.edu](mailto:luone@liberty.edu)

### **LUPD Contact Information**

Emergency Communications [\(434\) 592-3911](tel:(434)592-3911)

**Non-Emergency Communications** [\(434\) 592-7641](tel:(434)592-7641)

**LUEC is available 24/7**