

### Texas A&M University – Corpus Christi (TAMU-CC) Requestor and Driver Responsibilities:

1. Requestor and Driver of the cart must be a university employee
2. Driver's must complete Environmental Health and Safety (EH&S) utility cart safety training
3. Initiate golf cart reservation request by requesting for courtesy cart use through one of the following ways:
  - Preferred - Visit the administrative operations website and click on the cart reservation form: <https://adminops.tamucc.edu/golf-cart.html>
  - Log in to maintenance connection
  - Visit the work order desk in the Physical Plant Room #107
4. On the day and time, a cart is to be checked out, collect the keys from the work order desk at the Physical Plant Room #107
5. Sign cart condition form before cart check out and after checking in, assuring cart is in good condition
6. Driver is responsible for damage incurred while they have possession of cart (cart condition form and checklist to be filled out with SSC before and after cart is used)
7. Any mechanical issues experienced while cart is being used need to be reported to either the work order desk or the mechanic shop at 361-825-2324
8. All carts need to be returned on the east side of the physical plant by the requested time and date; and keys returned to the work order desk at the Physical Plant Room # 107 during the hours of 8am-4pm.
9. *If the cart is to be utilized after 4:00 pm or on the weekend the Driver is responsible for returning the cart to the Bayside Parking Garage for charging and storage, until the Driver can return cart during regular business hours*
10. Upon check in, a final inspection with SSC staff will take place before signing off.
11. If there is damage to the cart, the account number provided on the registration form will be charged for damages or full replacement of the cart.