Ocean Reef Community Association

Golf Cart Test Manual for Student

The Purpose of this Manual is to…

- How to properly teach the student to safely operate and drive a Golf Carts
- Encourage safety operations of Golf Carts driven at Ocean Reef Community
- Increase the safety of drivers, as well as passengers

The Process

- A Credentialed and Experienced member of the Ocean Reef Community Association (ORCA) Public Safety team will lead the student through written and driving test.
- Once the student has passed all tests, he/she will be approved for driving a Golf Cart (with limitations as outlined)

Who must have a
Golf Cart License

Everyone who operates a golf cart on the streets and/or cart paths of Ocean Reef must have a State Drivers License or ORCA Golf Cart License

Those without a State License must have an visible ORCA Golf Cart License (*and must be worn on a Lanyard around neck while driving a Golf Cart)*

Ocean Reef Golf Cart Learner's Permit (License)

To request an Ocean Reef Golf Cart Learner's Permit, you must:

1. Be at least **10** Years of age ***AND*** have taken and passed the written and driving test
2. Be at least 4 feet 9 inches in height
3. Be a Homeowner or Ocean Reef Club member child or grandchild.

Drivers operating under an Ocean Reef Learner's Permit must following these rules:

- With a licensed driver at least 18 years of age.
- Only operate a cart with a maximum speed of 17 MPH
- Only operate carts during daylight hours

Driver License (Permit) must be Carried and shown upon request

The ORCA-Golf Cart License must be with you at all times when operating a golf cart.

Your Ocean Reef Golf Cart License must be on your lanyard and visible anytime operating a Golf Cart.

Golf Cart Rules

- Golf Carts operated after sunset must have working headlights and taillights
- Driving is limited to areas where there are identified carts paths or marked cart lanes. Where no cart paths are present, you must drive on the right side of the roadway.
- Residential areas are closed to casual cart operations.
- With a permit/license, you are only permitted to have a maximum capacity of 4.
- Golf courses are off limits for Driving.
- No driving on Buccaneer Island or beaches.
- While driving with an Ocean Reef golf cart license, make sure your lanyard is visible at all times.
- Headphones, earbuds and usage of cellular devices are prohibited while the golf cart is in motion.

Areas you may NOT Park

- On a sidewalk or in a crosswalk
- In a position where your blocking a car
- In a Fire Lane or Service Entrance.
- In front of a fire wall or hydrant

Do Not Park Areas

Handicap

Areas you may Not Park

Fire Lanes/Fire Hydrants

Areas you may NOT Drive

- On the Airport Runway
- Marina Docks/Finger Piers (Boat Docks)
- Outside Ocean Reef Gates/Property
- On Golf Courses/Buccaneer Island
- "***Joy Riding***" in Resident Areas you do not live
- In private driveways and lawns.

Do Not Drive Areas

Golf Cart Rules

- You and your sponsor/guardian are responsible for damages and accidents – and must report them immediately to Public Safety
- When making turns, always slow down and use correct hand signals.

Knowing your Traffic Signs

- It is important to know and follow all traffic signs
- Many times there are more than one traffic sign in an area at Ocean Reef, carefully read all signs
- Yellow is an "Alert or Caution"
- Red is a Stop
- At Ocean Reef many signs are wooden/green

Pedestrians
(People)

Pedestrian Crossing means people have the right of way
You must yeild to allow the people to cross or walk

School Zones

A school zone refers to an area on a street near a school or near a crosswalk leading to a school that may have younger people in the area. In School zones you must drive slower during the hours children are present..

Our School Zone area is: South Harbor

Stop Sign

A STOP SIGN is RED with (8) sides (Octagon). This sign means you must come to a complete stop before the **STOP SIGN** or before the line marked on roadway.

Ocean Reef Street Signs

This sign is not only a STOP Sign, but also serves as a Street Name Marker and directions to the Front Gate

Yellow Caution -Warning Sign

This sign is warning you (***Preparing you***) that you are approaching a Stop Sign.

Also serves as a Direction Sign, pointing to Fishing Village

Golf Cart Path

"CART PATH ONLY" means the cart can only be operated on the path, and not on the street in that area.

Drive only in **Cart** Lanes unless right lane is unavailable

Look at ALL Signs

In addition to the Stop Sign, the bottom Sign give you Direction to travel, as the area is ONE WAY Traffic for Golf Cart

Hand Signals

- Left Turn – Left hand stretched straight out
- Stop – Left arm pointed down/slightly out
- Right Turn – Left hand up, bent at elbow

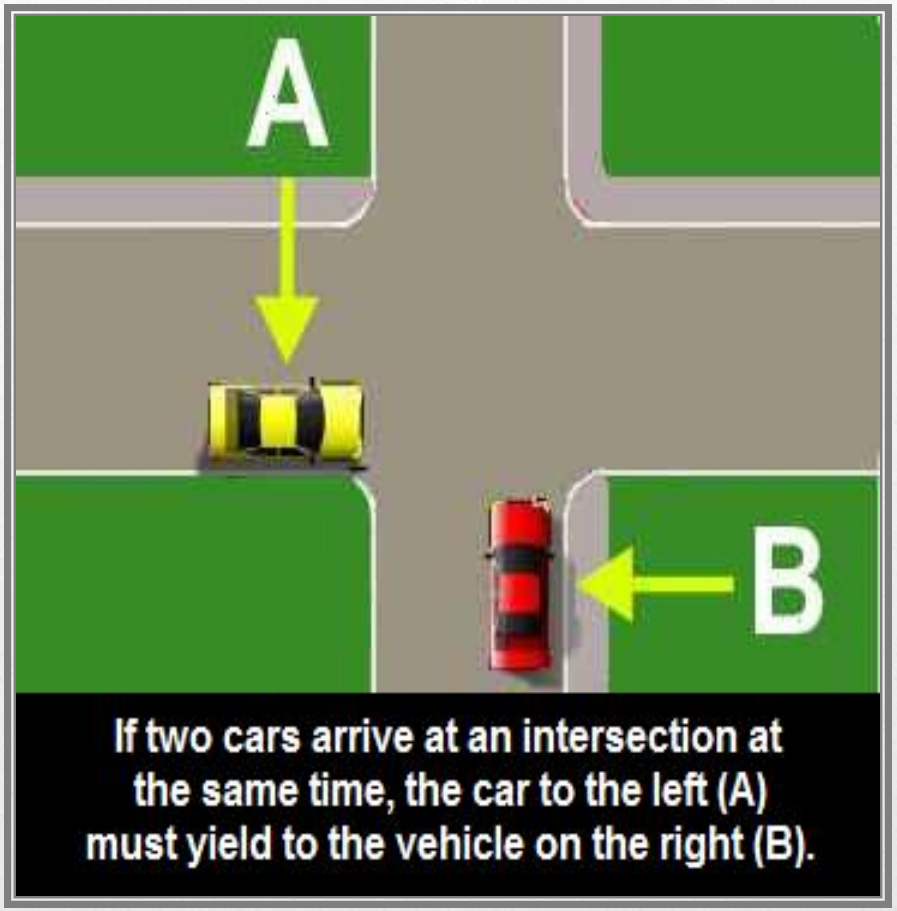
Know and Use Hand Signals
(By use of the **Left Hand**)

Right of Way

The first person at an intersection has the Right of Way, which means they have the right to move first.

If two or more Vehicles or Carts arrive at the intersection <u>at the same time</u>, the Vehicle or Cart on the ***right side*** has the ***right of way.***

Right of Way


A
B
If two cars arrive at an intersection at the same time, the car to the left (A) must yield to the vehicle on the right (B).

Read Driving Instructions and Warning Labels on Golf Carts

- Most Warning Labels are listed on the Steering Wheel of a Golf Cart
- Others precautions are listed with the Owners Manual
- Make sure to "***Know your Cart***" before driving it

Safe Following Distance

A minimum safe following distance is at **least 3 Golf Carts** lengths.

This will allow the driver time to stop if the cart ahead stops suddenly.

Under **NO** circumstances is one cart allowed to push another.

Good Drivers

- Be Alert - Concentrate on your driving
- Give your full attention when driving.
- Drive defensively (Alert), keeping an eye out for developing problems.
- Understand and follow the rules
- Only drive a Golf Cart that is in safe operating conditions.
- Do not talk and drive while using a cell phone in any manner. If you need to use a Cell Phone, pull off the road in a safe area.

Good Drivers

- Look for possible dangers. Be observant.
- Act in time. Once you have seen a dangerous situation, act right away to prevent a crash.
- Signal well before your turns and stops.
- Slow down gradually. Avoid any sudden actions.
- Always drive with the flow of the traffic.
- No Littering

Good Driving

- Come to a complete stop before changing from forward to reverse.
- Unsafe operation or careless operation of a golf cart is prohibited.
- Always travel in a single file, never pass on a curve
- Never allow passengers to jump on or off the cart while it is in motion.
- Never carry more passengers than the cart was designated for. (1 per seat, 2 per bench)
- Set the parking brake firmly when parking.
- Music is prohibited.
- No Cell Phone, Headphone/Earbuds while operating a golf cart.

Before Driving

Before driving a Golf Cart:

- Make sure the windshield is clean. Remove anything that is blocking your view of the road.
- Adjust the seat so you reach all controls. (if adjustable)
- Use the Safety Belt.
- Never move your cart until you have looked in front, behind and to the sides for pedestrians (people) and on coming traffic.
- After looking in all directions , signal and pull into traffic when safe.

Seven Steps in Making a Turn at a 4 way Stop Sign

1. Make-up your mind before you get to the turning point.
2. Get in the correct lane approaching the intersection.
3. Come to a complete stop.
4. Give correct turn signal.
5. Look in all directions before making the turn.
6. Make the turn in the proper lane.
7. Finish your turn in the proper lane.

In Case of an Accident

Ocean Reef **Public Safety**

Must Be Notified Immediately

(305) 367-2222 or

911 for Emergency

A Pubic Safety Officer will respond and conduct an investigation and complete an accident report.

Speed Limits:

- Maintain a safe speed at all times and avoid making any sharp turns
- Operate the cart at a speed equivalent to a well-paced walk and no faster than 17 mph, where speedometers are present to indicate speed
- Parking lots speed limit is 5 mph

Where there are Pedestrians:

If the cart is being operated near a Walkway:

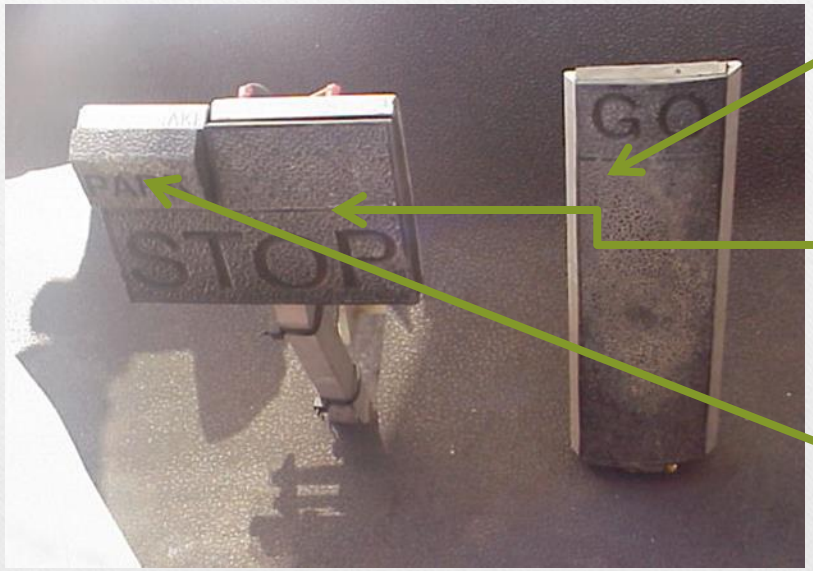
- Pedestrians have the right of way
- The operator will pull off of the sidewalk to pass the pedestrians
- Stop the unit when approaching pedestrians until they pass

Follow Signs in the areas of Pedestrians (People)

Driving the Vehicle:

- Keep hands and feet inside the vehicle
- Keep BOTH hands on the steering wheel, except when signaling
- Avoid steep hills
- Slow down before you turn

Operating Equipment:



- Accelerator Pedal
- Brake Pedal
- Parking Brake

Violations and Points

- Violating Golf Cart rules will cause "Points" to be placed against your driving record, and may take away (***Suspend***) your right to drive a cart.
- Points are issued for violating rules
- There are some violations that can immediately take away your right to drive