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UNIVERSITY

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**Standard Operating Procedure for Operation
and use of Golf Cart at GSFC University Campus**

GSFC University

Administration Department

Office Order No. Director (Admin)/92026/355

11th September, 2026

In order to ensure the **safe, disciplined, efficient, and authorized operation and use** of the Golf Cart procured by GSFC University for movement within the University Campus, it has been decided to regulate its operation and use in accordance with the **Standard Operating Procedure (SoP) for Operation and Use of Golf Cart at GSFC University Campus**.

Accordingly, all arrangements, procedures, and responsibilities relating to the **operation, deployment, custody, charging, maintenance, parking, and authorized use** of the Golf Cart shall be carried out strictly in accordance with the provisions of the said SoP.

All concerned Departments, Officers, Employees, authorized Drivers/Operators, Security Personnel, and other stakeholders involved in the operation, custody, charging, maintenance, or use of the Golf Cart shall ensure **strict compliance with the SoP and the responsibilities assigned therein**.

The Golf Cart shall be used exclusively for **authorized University requirements**. Priority shall be accorded to **emergency requirements, persons requiring mobility assistance, dignitaries, official visitors**, and such other purposes as may be specified in the SoP.

Any matter requiring **administrative, financial, technical, or other approval** shall be brought to the notice of the Competent Authority sufficiently in advance for necessary consideration and approval.



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The responsibility for **upkeep, routine and preventive maintenance, and operational modalities** of the Golf Cart is hereby assigned to the following officials, in addition to their existing roles and responsibilities:

- **Mr. Aadilmahedi Durvesh, Deputy Manager (Electrical & Facility)**
- **Mr. Jitendra Singh, Manager – Security**

The above officials shall coordinate with the concerned Departments/Personnel and ensure that the Golf Cart is maintained in proper working condition and operated in accordance with the prescribed SoP and University requirements.

This Office Order shall **come into force with immediate effect** and shall remain applicable to the operation and use of the Golf Cart at GSFC University, subject to such **amendments, modifications, or revisions** as may be issued by the Competent Authority from time to time.


Mahesh Barot 11/03/26

Director (Admin)I/C & Campus Director

To,

All teaching staffs, GSFC University

All non-teaching staffs, GSFC University

All Students, GSFC University

Cc:

1. President Office, GSFC University For kind information please
2. Provost Office, GSFC University
3. Director I/C Administration Office, GSFC University
4. Director Campus & Dy. Director (Admin) Office, GSFC University
5. Assistant Director Admin Office, GSFC University
6. Select File - Registrar, GSFC University

This Standard Operating Procedure (SoP) covers the comprehensive guide for all Operation and Use of Golf Cart at GSFC University Campus.

STANDARD OPERATING PROCEDURE (SOP)
Operation and Use of Golf Cart at GSFC
University Campus

Version: 1.0

Effective Date: 07-09-2026

Revision Details

Sr. No	Revision Number	Revision Date	Revision Details	Made By	Reviewed By	Approved By	Remarks
1	1.0	07-09-2026	First Release	Asst. Director-Administration	Director I/C(Admin)	President, GSFC University	

1. PURPOSE

The purpose of this SOP is to ensure the safe, disciplined, efficient and authorized use of the Golf Cart procured by GSFC University for movement within the University campus.

The Golf Cart is intended to facilitate convenient mobility, particularly for dignitaries, visitors, senior officials, persons requiring mobility assistance, and for other authorized University requirements.

2. SCOPE

This SOP shall apply to all employees, authorized drivers/operators, security personnel and other persons involved in the operation, custody, charging, maintenance or use of the Golf Cart within the GSFC University campus.

The Golf Cart shall ordinarily be used only within the University campus and shall not be taken outside the campus unless specifically permitted by the Competent Authority and legally permissible.

3. PRIORITY OF USE

The Golf Cart may be deployed, subject to availability, in the following order of priority:

- Emergency requirements, including transportation of an injured or unwell person to the campus medical facility/appropriate pick-up point, wherever suitable.
- Persons with disabilities, senior citizens, elderly visitors, or persons having temporary mobility difficulties.
- Chief Guests, dignitaries, members of statutory bodies/committees and other VIP visitors.
- President, Provost, Registrar and other University officials for official campus movement, as required.
- Campus visits by parents, industry representatives, academic delegates, accreditation/inspection teams and other official visitors.
- University events, including Convocation, Orientation, conferences, seminars and other major programmes.
- Any other official purpose specifically authorized by the Administration.
- The Golf Cart shall not ordinarily be used for routine personal transportation of students or employees.

4. CUSTODY AND ADMINISTRATIVE CONTROL

The Golf Cart shall remain under the administrative control of the Administration/Facility Department.

- A designated official shall be responsible for:
- custody and deployment of the Golf Cart;
- maintaining keys under controlled access;
- maintaining usage and charging records;
- ensuring timely servicing and maintenance; and
- reporting any accident, damage, malfunction or misuse.

5. AUTHORIZED DRIVER/OPERATOR

Only a person specifically authorized by the University and adequately familiar/trained in operating the Golf Cart shall drive it.

The operator shall:

- Inspect the vehicle before use;
- Ensure that the battery has adequate charge;
- Ensure that brakes, steering, horn, lights/indicators, tyres and other safety features are functional;
- Ensure that the permitted seating capacity is not exceeded;
- Drive cautiously, particularly at intersections, building entrances and pedestrian zones; and
- Park the golf cart only at the designated location after use.
- Students shall not be permitted to drive the golf cart.

6. OPERATING AND SAFETY GUIDELINES

The following instructions shall be strictly observed:

- The Golf Cart shall be driven at a safe and controlled speed, not exceeding the limit prescribed by the University/manufacturer.
- Pedestrians shall always have right of way.
- Overloading beyond the manufacturer's approved seating/load capacity is strictly prohibited.
- Passengers shall remain properly seated while the Golf Cart is in motion.

- No person shall stand, hang onto the sides, or travel on any portion not designed for seating.
- Sudden acceleration, sharp turns, racing or reckless driving is prohibited.
- Use of a mobile phone by the operator while driving is prohibited.
- The operator shall slow down near academic buildings, hostels, crossings, parking areas and crowded locations.
- The Golf Cart shall not be operated during conditions considered unsafe, including severe weather/waterlogging, unless required for an emergency and considered safe to operate.
- No unauthorized material or hazardous substance shall be transported in the Golf Cart.

7. BOOKING/DEPLOYMENT

Requirement for the Golf Cart shall normally be communicated to the Administration/Facility Department in advance.

- For scheduled visits/events, details such as date, time, purpose, pick-up point and responsible coordinator should be provided.
- In emergencies, the Golf Cart may be deployed immediately without prior booking, with the usage being recorded subsequently.
- Priority shall always be given to emergency and mobility-assistance requirements.

8. CHARGING AND BATTERY MANAGEMENT

- The Golf Cart shall be charged only at the designated charging point using the manufacturer-approved charger/equipment.
- The designated person shall ensure that:
 - charging is undertaken as per the manufacturer's recommendations;
 - charging cables and electrical connections are properly handled;
 - the vehicle is parked safely during charging;
 - battery condition/charge level is periodically checked; and
 - any abnormal heating, smell, leakage, warning indication or electrical issue is immediately reported.
- Unauthorized persons shall not handle the charging equipment.

9. PARKING AND KEY CONTROL

- After completion of duty, the Golf Cart shall be:
 - Parked at the designated parking/charging location;

- Properly switched off and secured;
- Inspected for any visible damage;
- Connected for charging, wherever required; and
- The key returned to the designated custodian/security point.
- Keys shall not be left unattended in the Golf Cart.

10. MAINTENANCE

- Preventive maintenance and servicing shall be undertaken strictly in accordance with the manufacturer's recommended schedule.
- A maintenance record shall be maintained indicating:
- Date | Nature of Service/Repair | Battery Status | Parts Replaced | Agency/Technician | Next Service Due
- Any defect affecting safe operation shall be reported immediately, and the Golf Cart shall not be operated until the defect is rectified.

11. LOGBOOK

A Golf Cart Movement Logbook/Register shall be maintained containing:

Date | Time Out | Time In | Purpose | From–To | Name of User/Guest/Department | Operator's Name | Battery Level/Charging Status | Remarks

The designated official shall periodically review the logbook.

12. ACCIDENT / BREAKDOWN / EMERGENCY

- In the event of an accident, breakdown or malfunction:
- The Golf Cart shall be stopped immediately at a safe location;
- Assistance shall be provided to passengers, wherever required;
- Security and the Administration/Facility Department shall be informed immediately;
- The vehicle shall not be operated further where its safety is doubtful; and
- Details of the incident/damage shall be recorded and reported to the competent authority.
- In case of an accident involving injury, medical assistance shall take precedence over all other procedures.

13. PROHIBITED USES

The Golf Cart shall not be used for:

- Personal or recreational purposes;
- Joyrides;
- Unauthorized transportation of students/employees;
- Carrying passengers beyond approved capacity;
- Transporting hazardous/inappropriate material;
- Use outside the university campus without authorization; or
- Operation by an unauthorized person.

14. RESPONSIBILITY FOR MISUSE OR DAMAGE

- Any damage resulting from negligence, reckless operation, unauthorized use or violation of this SOP shall be reported to the Competent Authority for appropriate action as per university rules.
- Normal wear and tear or technical failure shall be dealt with through the prescribed maintenance procedure.

15. GENERAL

- The Administration shall have the authority to regulate the deployment of the Golf Cart based on operational requirements and availability.
- All users and operators shall comply with the manufacturer's safety instructions in addition to this SOP.
- The University may amend this SOP from time to time based on operational experience, safety requirements or instructions of the Competent Authority.