MOTOR POOL GOLF CART CHECK OUT PROCEDURE

- Golf Carts are check out on a “first come first serve” basis as available. A 48 hour notification is required.
  - Golf Carts may be check OUT/IN between the hours of 8:00am and 4:00pm, Monday – Friday.

- Reservations for Golf Carts can be made by submitting a Service Request, through your Building Captain.

- The person checking out the Golf Cart is liable for damages and will be responsible for repairs.

- Carts and keys must be returned to Facilities Management by 4:00pm on the agreed upon return date.

  - **REQUIRED Golf Cart Training.** If you have not taken the training please follow the steps below.
  - Click on the link: https://uco.skillport.com/skillportfe/assetSummaryPage.action?assetid=ilt_GolfUtilityCartTrng&fromShare=yes
    - Log into the Learning Center using your UCONNECT User ID and Password.
    - Put in the Search box: Golf Cart Training
    - Must complete the training with a 100% correct.