

**ELIOT INSTITUTE
GOLF CART COORDINATOR
(Revised April 2017)**

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: Have a valid driver's license, be over 21, and be familiar with handling a golf cart.

GENERAL RESPONSIBILITIES:

- Coordinate golf cart transportation between the hours of 6:45 am and 10:30 pm for those with mobility challenges
- Facilitate and assure safe and best practices are being used by drivers and riders

SPECIFIC RESPONSIBILITIES: [See Timeline]

**GOLF CART COORDINATOR
TIMELINE**

BEFORE CAMP

- ___ Register for camp. Sign contract and Code of Ethics and return to Registrar.
- ___ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs
- ___ Submit a notice for the pre-camp newsletter asking for drivers and soliciting usage requests from campers who might require mobility assistance. Include where interested drivers can review job description on Eliot Website.
- ___ Eliot has a dedicated cell phone for Golf Cart Drivers. Obtain the number from the Registrar.
- ___ Determine if volunteer drivers are appropriate for the job, i.e. licensed, appropriate age, have the availability at camp to provide this service, and other issues that would make them appropriate drivers. Contact previous year's Golf Cart Coordinator to check on driver's suitability.
- ___ **WINTER COORDINATOR: If you are going to be dealing with freezing weather please see specific suggestions on page 4.** Items to bring:
 - ___ Towels for wiping dew off the seats each morning or when raining.
 - ___ A couple large bungee cords for holding down boxes or crates.
 - ___ A set of wheel blocks/chocks to secure the cart and keep it from rolling down the hill.

ARRIVAL DAY

- ___ Arrive in time to learn about the golf cart selected.
- ___ Attend the staff meeting.

- ___ Get dedicated cell phone and charger from Registrar
- ___ Haul boxes and crates from the storage closet to different areas on campus.
- ___ Determine time to meet with volunteer drivers for training and scheduling.
- ___ Determine system for knowing where the cart is, where the key is and who needs it when.

DURING CAMP

- ___ Organize transportation requests
- ___ Meet with volunteer drivers as needed regarding scheduling, handing off dedicated cell phone and charger, coordinating requests for transportation, and discussing issues. Make sure they know the cart is never to be driven off the grounds.
- ___ Communicate cart availability at camp via daily newsletter blurb and dedicated cell phone number to call.
- ___ Assure charging of Golf Cart is occurring regularly.
- ___ Recharge dedicated cell phone daily.
- ___ Enforce safety practices as needed.

LAST TWO DAYS OF CAMP

- ___ Haul boxes and crates from different areas on campus to the storage closet.

LAST DAY

- ___ Determine that the golf cart was returned to its original storage location.
- ___ Return the key to the Seabeck office.
- ___ Return dedicated cell phone and charger to Registrar.

AFTER CAMP

- ___ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide. Communicate any new information or concerns about the golf cart and usage.

RECOMMENDATIONS FOR GOLF CART COORDINATOR AND VOLUNTEER DRIVERS

[Several coordinators and drivers of the golf cart have compiled this list of best practices for use at the Eliot camps. This document is intended to be fairly fluid in its guidance, adapting for weather, the camp population, the volunteer drivers and other situations coordinators and drivers

may encounter.]

Golf Cart Needs and Capacities. When renting a golf cart, consider including:

- a. Lights for night usage - so people can see the cart and the cart can see deer, people, etc.
- b. horn or other device for alerting people you are trying to pass
- c. a forward-facing second seat row OR a safety bar so those riding in the back do not feel like they are going to pitch off the back
- d. a control panel so you can see how much energy the cart has and can know when to recharge
- e. a second set of keys OR a lock box key holder that attaches to the cart (see below)
- f. a second charger

Charging . The cart only needs to be charged nightly for normal use. It should be charged in a central location (at or near the Inn). For heavy use it is suggested there be a second charger placed strategically at camp (the Meeting House for example) where the cart can be charged during short idle periods. Care needs to be taken to make sure the charger is plugged into the cart and the wall, and that children do not play on the cart when it is charging or idle.

Update: The cart used in 2016 had the charger inside the cart so it could be charged at any outlet on campus. This was important as the cart needed to be charged during the afternoons on occasion. Also, with this particular cart there was a need to be careful with the ignition key, as turning too far to the right engaged the headlight (and ran down the battery)

Priority Passengers & General Usage . Campers with self-determined physical limitations have priority for using the cart. The cart is intended as a means to provide these campers with the opportunity to fully participate in camp experiences. However, if the cart is running and others would like a break from their weary legs, it is okay to offer rides to others as well. Those without physical limitations may be asked to provide room for those in need.

Safety . Drivers will assure they operate the cart in a safe manner that protects the riders, the driver and the camp community. Kids will need help understanding safety issues such as no running alongside/behind and no jumping on or off when the cart is moving. Additionally, drivers will provide riders with assistance getting on/in and off/out of the cart as needed and requested. The cart will never be driven or parked in a location that could provide harm to the camp community or the cart.

Volunteer Drivers . Volunteer drivers must be 21 years of age, have a valid driver's license from any country, and be available to work shifts determined by the Coordinator. The volunteer drivers will be available for an initial meeting with the Coordinator and additional meetings as needed. Finally, the volunteer drivers will be trained on handling and charging the golf cart. Remind drivers they need to clean up after themselves.

Coordination of Volunteer Drivers.

- Driver Shifts. This is up to the discretion of the coordinator. The following shift schedule seemed to provide good coordination and reduce volunteer burnout:
 - 6:45 a.m. to Noon (later start if no polar bear swim needs)
 - Noon to 6:00 p.m.
 - 6:00 to 10:30 p.m.
- Volunteer Driver Instructions. The Coordinator is responsible for assuring volunteer drivers have the proper education and information to operate cart safely and as detailed in

this best practices document. The Coordinator can provide a driving tour of the Seabeck grounds for the volunteers showing appropriate routes and the location of ramp access to buildings and charging stations. The Coordinator can schedule a meeting of the volunteer drivers on the first day of camp for this instruction. It is recommended that volunteer drivers have some time driving the grounds on their own prior to accepting any passengers to familiarize themselves with handling the cart.

- **Volunteer Meetings.** A regular daily or mealtime meeting of the coordinator and drivers scheduled for a shifts on that day has yielded good coordination and communication among the golf cart team.

Driving Routes. Care should be taken to use the cart on the normal roadways primarily and if needed, the walking paths. To avoid the path from the Meeting House to the Inn, drive the road from the Inn, in front of Reeser and Tamarack, then up to Spruce. There is a dirt and gravel path behind Pines and adjacent to Spruce that can be driven on to get to the back of the Meeting House. Never drive the cart across an incline to avoid tipping. The cart cannot be driven off the camp grounds.

Key Location . If there is a single key available for the golf cart, the Coordinator will need to determine a system to facilitate key and cell phone exchange between shifts; mealtime is a good opportunity for this exchange. Alternatively, a coded lock key box can be purchased and attached to the cart. The key would be placed in the lock box at the end of the shift and the code to the box shared with all drivers. Another option is to leave the key on a hook in the office when the cart is not in use.

Communication of Cart Location . A small whiteboard with markers can be placed at the site of the charging station or in the office allowing drivers to communicate cart location. This would be especially helpful if a driver needs to take the cart when it is not their scheduled shift.

Requests for Travel. Email requests work well before camp but are not a reliable means to communicate travel requests when at camp. In-person verbal requests, texting and phone calls are the best means of communication at camp.

Regular Travel Runs. On the first days of camp, the Coordinator or a Driver can create a list of regular runs. This list should be communicated to the volunteer drivers at each meeting and a copy kept in the cart.

Driver Preferences. Each driver is free to create some guidelines which provide them with some security and do not limit use of the cart by those in need. Drivers can limit daily rides by children without mobility challenges, for example.

SPECIFIC RECOMMENDATIONS FOR WINTER COORDINATOR

(These suggestions are for freezing weather)

- Have a de-icer fluid that works on plexiglass for the windshield as well as an ice scraper.

- Have old towels available for keeping seats dry and the ceiling from dripping once the ice on it thaws.
- Charge for longer periods – the cold really zaps the battery and you may run out of energy - the cart should stay idle when not needed instead of puttering around camp offering rides.
- One driver thought lap blankets were important; others felt they got in everyone's way – it's an option.
- Ask Seabeck to put out deicing stuff on the paths more than just the first night – hitting slick patches makes for tricky driving.

(This job was first approved January 2015)