

Bicycle, Golf Cart & Personalized Transportation Guidelines



What is Permitted

For the safety of all Cast and Crew only bicycles and golf carts are permitted on TV and Film Productions.

What is Not Permitted

- Electric Bicycles
- Hoverboards / One Wheel Hoverboards
- Roller Skates / Roller Blades / Heelys
- Scooters / Motorized Scooters
- Skateboards

Bicycle Safety Points

- Obey all Speed Limits
- Helmets are strongly encouraged. Please check with your local regulations.
- Operate the bicycle with both hands
- Use the bicycle basket (if present) or use different means for safe materials transport. DO NOT hand carry large, bulky or unwieldy items while bicycling, such as wooden beams, buckets, etc.
- DO NOT pull a cart or dolly alongside or behind the bicycle. Doing so can unbalance the bicycle and its operator, potentially causing injury to the rider and/or others.
- Bicycles should be parked in their appropriate areas (e.g. bike rack). DO NOT park bicycles on sidewalks, pedestrian paths, in front of doorways, or indoors (including mills and stages). "Rogue" bicycles can obstruct exit paths and cause trip/fall injuries.
- Riding indoors (including stages) is not permitted
- DO NOT ride up or down ramps, stairs or curbs
- DO NOT ride bikes in parking garages
- Utilize reflectors and lights if riding at night

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Golf Cart Safety Points

- Obey all Speed Limits
- Golf cart operators must hold a valid Driver License
- When possible, carts are to keep to the far right of the side of the road to allow other vehicular traffic to pass
- Driving on sidewalks, handicap ramps and over curbs is prohibited
- Grades must be descended slowly and carts may not be allowed to coast in the neutral gear position
- Use hand signals to let other vehicles anticipate your direction
- Cart lights must be on while cart is being driven at night or in poor visibility. Use of lights during daylight drains your battery system.
- Horseplay or careless operation is prohibited
- While in the cart, do not place any part of the body outside of the running lines of the cart
- Operators and passengers must be seated within the cart and not hang outside the cart in any manner while driving. Passengers are not permitted to ride on the back of a cart unless it is equipped with a manufactured back seat. Only two adults are permitted per each bench seat.
- The operator of the cart shall take responsibility to inspect the cart before operation. If a vehicle is found to be unsafe or in need of repair notify your supervisor and remove the cart from service.
- Modifications made to alter the mechanical operation of carts are prohibited.
- All materials, tools or items carried must be secured in bins or strapped down. No part of any person or item shall extend beyond the perimeter of any electric cart. At no time shall any material be transported on top of the roof of any electric cart. Transport of materials other than "Tools of the Trade" is prohibited.
- Materials carried are not to exceed the safe load capacity of the cart or cause the unsafe operation of the cart. Hauling of unsafe material is strictly forbidden on any cart. Electric carts are not designed to tow vehicles or any type of hitch cart, tray or other item. This practice is strictly prohibited.
- The identification number issued by Transportation Department must be on the front driver side and rear passenger side of the cart and visible at all times.

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- The assigned department will be responsible for any property damage and resulting repair costs caused by their drivers. All accidents must be reported to the Security Department immediately.
- The unauthorized use of one department's cart by another department is prohibited.
- Park in designated cart spaces only, never in assigned motor vehicle spaces, inside sound stages, or in front of fire hydrants.
- When leaving the cart unattended, the brake shall be set, the keys removed, and, where applicable, the wheels turned toward the curb.
- All carts are to be operated in a safe manner following the "Rules of the Road." All established traffic regulations, posted speed limits, and stop signs must be observed.
- Pedestrians have the right of way.
- Driving outside the property line or on any surrounding surface street is strictly prohibited.
- All deliveries and exchanges of carts are to be done at the Transportation Department. This includes carts for repair, rental and replacement.
- Company policy does not allow any gasoline motorized golf carts or gasoline motorized scooters to be operated upon the premises.
- The wearing of head phones, ear buds or listening to amplified music while operating a golf cart is prohibited.

Violations of safety rules and policies may result in disciplinary action in accordance with policy, up to and including discharge.