



COMPLIANCE STATION · FREE EDITION

Golf Cart Fleet Daily Checklist

Is your cart fleet ready for the shotgun start?

Every cart charged, checked and staged before the first tee time — a full tee sheet or a shotgun never loses a cart.

Property _____ Date _____ Walked by _____

WHAT THIS PREVENTS

The 7:40 a.m. discovery that three carts won't hold a charge, the shotgun start with 144 players and 68 working carts, and the cart that dies on the 14th hole with no swap procedure and no one who knows which cart it was. It also stops the quiet fleet failure: batteries cooked by a bad charging rotation, a lease return with damage nobody logged, and a service contract that lapsed because the renewal date lived in someone's inbox.

How to use it

1. One role owns the fleet (Outside Ops Supervisor by default) and one role owns the day's staging. A fleet with two owners has a dead cart nobody claims.
2. Run the morning check on every cart, every day, by cart number, on paper or a tablet — not from memory. A cart that was fine yesterday is not checked today.

A. The system — fleet ownership and record

ITEM

- ☐ Fleet has ONE named owner role (Outside Ops Supervisor) and a backup (Head Golf Pro); every cart-related call goes to that role first
- ☐ Fleet log kept by cart number: hours or cycles, charge history, repairs, damage, out-of-service dates, last deep clean
- ☐ Every cart carries a visible cart number front and rear, matching the log, the key tag and the GPS unit
- ☐ Charging rotation posted in the barn: which carts charge overnight, which are on the mid-day cycle, and which are held out for events
- ☐ Lease and service contract register: term end, return conditions, service response SLA and renewal action-by date = due date minus lead time [VAR]
- ☐ Manufacturer maintenance schedule (battery, brakes, tires, fluids) transferred to the property calendar with an owner per line
- ☐ Spare-cart target set for the day: [VAR] percent of the fleet or a fixed count held back from the sheet for swaps and no-shows
- ☐ Weekly fleet walk by a manager who did not do that week's morning checks, using this list, results logged

B. Morning check — per cart, by number (first 4 of 13 items)

ITEM

- ☐ Charge indicator full (electric) or fuel above [VAR] (gas) and the charger cord unplugged and stowed before the cart leaves the barn
- ☐ Tires visually full, no cords or cuts, no obvious low corner; pressure spot-checked on [VAR] carts per day and logged



ITEM

- ☐ Brakes: cart rolls, brake pedal stops it firmly, parking brake holds on the barn ramp
- ☐ Steering: no excess play, cart tracks straight on the barn apron, no clunk over the threshold

WHAT THE FULL EDITION ADDS

This free edition covers 12 of 55 line items. The full edition gives you the whole system:

- **All 7 sections, all 55 items**, from standing readiness to closing the loop.
- **A frequency on every line** (every shift, weekly, quarterly), so nothing waits for someone to remember it.
- **An owner column** naming the role responsible, so the list survives turnover and days off.
- **A pro tip on every item**: practical operator advice on what actually gets missed.
- **A sign-off block**: completed by, verified by, date and corrective actions.

SAMPLE PRO TIP

When the starter, the mechanic and the pro shop all 'sort of' own the carts, the cart on the 14th hole belongs to nobody.

Get the full checklist for \$9.99 at onawaithospitality.com/compliance-station

CHECKLIST USE NOTICE

This checklist provides operational guidance. Applicable laws, regulations, codes, and mandatory requirements always take precedence. Completing this checklist does not establish or certify regulatory compliance.

Read the full Checklist Use and Regulatory Disclaimer: onawaithospitality.com/faq