

## **GOLF CART INVENTORY PROCESS**

Please follow the instructions below when purchasing a golf cart for your department or sport. Additional notices are on the following pages of this document.

1. Contact Risk Management ([riskmanagement@clemson.edu](mailto:riskmanagement@clemson.edu)) and provide them with the Make, Model, Serial Number, Year, and Monetary Value of the golf cart (Ex: EZ-GO, Express S6, 1234567, 2018, \$10,000). Once this information is provided, they will send you the SCDMV Golf Cart Permit/Registration Application and insurance ID card for your golf cart. **\*Note: The golf cart must be on their list of insured before you can take the registration form to the DMV.**
2. Fill out the SCDMV Golf Cart Permit Decal and Registration Application (GC-2 Form) once it is received from Risk Management. Please fill in the golf cart VIN/Serial number, make, and year at the top of the form and check the box that says "First-time applicant \$5". **DO NOT CHANGE ANY OF THE PRE-FILLED INFORMATION.** Additionally, a signature and date is required for both the insurance certification and operating restriction sections at the bottom. **Graham Neff or Eric George** will have to sign for both of these. Please use the example on the second page as a reference only.
3. Once you fill out the form, go to the DMV in either Seneca or Pickens to pay and receive both your permit and golf cart registration.
4. Place the permit on the front windshield so that it is clearly visible.
5. After steps 1-4 are completed, please send an email to Tracy McWilliams ([tlmcwil@clemson.edu](mailto:tlmcwil@clemson.edu)) with the Serial Number, Make, Model, Year, CU Decal Number (once received) and the corresponding SC Permit Number so that the inventory list can be updated.
6. Please read the "Golf Cart Requirements" document on the third page for additional information.
7. **NOTE:** Athletics will **NOT** be responsible for payment of a ticket if you receive one. Please be sure to follow these instructions and properly place the permit on your golf cart. If you receive a ticket for not having a permit, it will be your responsibility to pay for it.

**FOR EXAMPLE: DO NOT USE THIS FORM**



**South Carolina Department of Motor Vehicles  
GOLF CART PERMIT DECAL AND REGISTRATION APPLICATION**

**GC-2**  
(Rev. 9/14)

Select the service type below:

- First-time Applicant \$5** – the Golf Cart is not currently registered
- Renewal \$5** – the Golf Cart permit was issued more than 5 years ago or is now expired
- Replace Permit Decal \$5** – the permit decal on the Golf Cart is missing or damaged
- Replace Permit Registration \$1** – the existing Permit Registration is lost and/or stolen
- Duplicate Permit Registration \$1** – an additional Permit Registration is required

**GOLF CART IDENTIFICATION**

Vehicle Identification Number (if applicable)	Make	Year Make

**OWNER INFORMATION**

I certify that this golf cart is owned by:

Owner Complete Legal Name (Last, First, Middle)	SC Customer Number	Driver License Number
Clemson University	30644681	N/A
Co-Owner Complete Legal Name (Last, First, Middle)	Co-Owner SC Customer Number	Co-Owner Driver License Number

Residential Street Address:

100 Perimeter Rd

City:	State:	Zip Code:
Clemson	SC	29634

Additional Operating Address:

City:	State:	Zip Code:

**INSURANCE CERTIFICATION**

Under penalties of perjury, I declare this vehicle is insured with the company named below and I will maintain liability insurance throughout the registration period.

South Carolina Insurance Reserve Fund

Name of Insurance Company:

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Yes, I wish to donate \$5.00, more or less, to Donate Life S.C. Amount of donation \$ \_\_\_\_\_ .

**OPERATING RESTRICTIONS**

- The Permit Registration must be carried when the golf cart is operated.
- To be operated during daylight hours only.
- Operator must have a valid driver's license and must be at least sixteen years of age.
- The driver's license must be in the operator's possession.
- May be driven on a secondary highway or street for which the posted speed limit is thirty-five miles an hour or less, within 4 miles of residential or additional address noted above.
- May cross a highway or street at an intersection where the highway has a posted speed limit of more than thirty-five miles an hour.
- Upon sale of the golf cart, immediately notify the Department of Motor Vehicles in writing giving the name and address of the new owner, with date of sale.
- Remove the assigned permit decal from the golf cart upon sale.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE**

Audit No. \_\_\_\_\_ Office/Specialist Code \_\_\_\_\_ Date of Issue \_\_\_\_\_

## **GOLF CART REQUIREMENTS**

**Effective July 1, 2015, the new golf requirements go into effect. It is your responsibility to comply with these requirements.**

- 1. A SCDMV permit decal has been placed on your golf cart. This decal is good for five years and needs to remain on the golf cart at all times.**
- 2. Proof of automobile liability insurance, permit registration and valid driver's license MUST be carried when the golf cart is operated.**
- 3. Golf cart may be operated in DAYLIGHT hours only.**
- 4. Operator must be at least sixteen (16) years of age and have a valid driver's license.**
- 5. Golf carts may be driven on a secondary highway or street for which the posted speed limit is 35mph or less, within 4 miles of residential address. Golf cart may cross a highway or street at an intersection where the highway has a posted speed limit of more than 35 mph.**
- 6. Upon sale or disposal of golf cart, immediately notify Athletic Business Office and remove SCDMV permit decal.**
- 7. Any questions, please contact Risk Management at 656-3354.**