

## Golf Buggy Handbook

Golf Buggies Ltd services include:

- New & Used Golf Buggies for Sale & Rent
- Spare Parts Service
- Accessories
- Finance & Insurance
- Maintenance Contracts



**Golf Buggies Ltd**

Peachcroft Farm  
Twelve Acre Drive  
Abingdon Oxon  
OX14 2HB

telephone: **01235 527111**

fax: **01235 527111**

email: **info@golfbuggiesdirect.co.uk**

website: **golfbuggiesdirect.co.uk**



## Operating and Maintenance

# Contents

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**Hirer Responsibility** page 2

**Maintenance** page 3

Daily  
Weekly

**Charging Buggies** page 4

Standard Charger  
On Board Charger

**Battery Care** page 4

**Oil Check and Fill** page 5

**Safety Information** page 6

**Our Service to you** page 7

Buggy Faults & Breakdowns  
Insurance Claims  
Contact Information

## Hirer Responsibility

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The Hirer is responsible for the regular daily and weekly maintenance of the Golf Buggy as described in the maintenance section.

Failure to follow regular daily and weekly maintenance could result in faults and breakdowns occurring.

**Note:** *Faults and breakdowns considered to be caused by lack of maintenance will be chargeable.*

**Note:** *Damage which is not considered as normal wear and tear will be chargeable at the end of the hire period.*

Golf Buggies Ltd reserve the right to change specifications without notice at any time. Whilst every effort is made to ensure complete accuracy of the information in this handbook, no liabilities for inaccuracies or the consequences thereof, including loss or damage to property, or injury to persons, can be accepted by Golf Buggies Ltd who supplied the handbook.

# Maintenance

## Daily

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- Check engine oil and fill if necessary - (Petrol and LPG buggies only see page 5)
- Check brake pedal for smooth operation, performance and the correct distance of free travel
- Check parking brake
- Check reversing buzzer is operating
- Check and make sure the buggy is clean, tidy and free from mud

**Report faults immediately**

**Ring 01235 527111**

## Weekly

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- Check battery levels and top-up if necessary (see page 4)
- Check battery terminals, clean and tighten if required (see page 4)
- Check tyres for cuts and excessive wear
- Check steering for excessive play
- Check for vibrations and unusual noises

**Report faults immediately**

**Ring 01235 527111**

# Charging Electric Buggies

## Standard charger

1. Turn buggy ignition off
2. Connect charger to a mains power supply
3. Connect charger to buggy
4. Turn mains power on
5. Check charger amp meter is active
6. Charge every evening for 8 hours

## On-board charger

1. Turn buggy ignition off
2. Lift buggy seat
3. Locate power lead and connect to mains power supply
4. Turn mains power on and listen for the charger fan to start up
5. Check the red 'LOCK' light is on
6. Check the red 'Charge in progress' light is on
7. After 8 hours charging check the green 'Charge complete' light is on

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# Battery Care

**Warning:** Batteries contain acid so always wear protective clothing when removing battery tops.

**Warning:** Do not clean with power washer this will force water into the battery cells

**Warning:** Do not overfill the batteries

1. Check battery terminals and tighten if required
2. Remove battery top and check water level. Top up with distilled water if required (the correct level is just above the plates).
3. Replace battery top
4. Repeat process for all the remaining batteries
5. To clean batteries and terminals mix a solution of 60mls (quarter cup) baking soda with 6 litres (1.5 gallons)
6. Apply the solution to batteries and terminals.
7. Wait until the solution neutralises the acid
8. Rinse the batteries with clean water
9. Dry batteries with clean cloth

# Oil Check and Fill

(Petrol and LPG buggies only and is applicable to most makes of Golf Buggies)

**Warning:** Do not operate the buggy if the oil is below the safe level or when the oil warning light is on

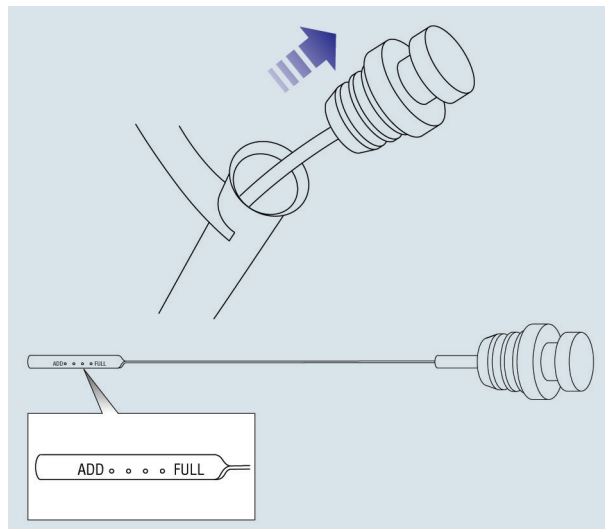
**Warning:** Do not overfill

**Warning:** These buggies have small motors and only hold a small amount of oil so a daily check is essential

## Oil Check and Fill

1. Make sure ignition is turned off
  2. Locate dipstick/oil filler hole on the vehicle
  3. Remove dipstick and clean with a lint free cloth
  4. Insert the dipstick fully back into the hole
  5. Wait for a few seconds and then remove
  6. Check the level of oil on the dipstick (see illustration below)
  7. Add small quantities of oil into the dipstick hole, rechecking the dipstick until the right level is reached
- Note:** Oil expands when it gets hot
8. Replace dipstick

Oil specification: 10W40 engine oil



# Safety Information

All our buggies conform to the current standards for safety and performance

The buggies are designed and manufactured for off road use only.

- *Use the buggy in a responsible way and maintain the buggy in a safe operating condition*
- *Follow safety rules and signs established in the areas where the buggy is being operated*
- *Reduce speed on rough or loose terrain*
- *Reduce speed in poor weather conditions*
- *Apply brake to control speed on steep slopes*
- *Keep suitable distances between buggies*
- *Reduce speed in wet areas*
- *Use caution when approaching hazards i.e. sharp turns, blind bends or bridges*
- *Use extreme caution when pedestrians are around*
- *No unauthorised modifications to buggies are to be carried out as this could adversely affect the stability and safety of the buggy*

# Our Service to you

## Buggy faults and breakdowns

*Applies to Maintenance Contracts only*

What happens in the unlikely event of a buggy breakdown

1. Either telephone our Service department on 01235 527111 or email [info@golfbuggiesdirect.co.uk](mailto:info@golfbuggiesdirect.co.uk) or fax with details, contact names and numbers on 01235 527111
2. Firstly we will try to sort out the problem from our Service Department
3. If unsuccessful our trained engineers will attend on site
4. In the unlikely event we can not repair the buggy, a replacement buggy will be provided.

## Insurance claims

*Applies to Insurance Contracts only*

In the event of an Insurance claim the following procedure must be followed

1. Report the incident to the police and make a note of the police crime number
2. Inform Golf Buggies Ltd within 24hrs of the incident
3. Golf Buggies Ltd will then handle the rest and keep you informed

## Contact Information

**Telephone: 01235 527111**

**Fax: 01235 527111**

**Email: [info@golfbuggiesdirect.co.uk](mailto:info@golfbuggiesdirect.co.uk)**