



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

10 August 2020

Memorandum for: Corps of Cadets, Commandant's Staff, Athletic Department

Subject: Standard Operating Procedures for Cadet Drivers for Golf Cart or Athletic Department "Mules"

1. **Purpose.** This Standard Operating Procedure (SOP) details the rules for cadets driving NMMI golf carts and "mules"
2. **Applicability.** This SOP is effective 9 October 2018, applies to the Corps of Cadets and will expire at the discretion of the Commandant of Cadets.
3. **Scope.** This SOP identifies rules governing cadet drivers for NMMI golf carts.
4. **Procedures.**
 - a. Cadets are not authorized to drive NMMI golf carts to include Commandant's Staff Carts, Tour Squad officer's cart, or Campus Police cart (even when assigned to Constabulary).
 - b. Cadets may only drive Athletic Department "mules" when coach or Athletic Department staff member verifies that cadet has a valid state issued driver's license and when the cadet signs the Safety Brief at Enclosure 1.
 - c. No cadet is ever authorized to drive a VIP golf cart.
 - d. Liability concerns. Cadets are not covered by NMMI insurance when operating NMMI owned vehicles.
 - e. Exceptions. All exceptions must be approved by the Deputy Commandant for Operations, Deputy Commandant for Support, or Commandant of Cadets.

Arthur C. Houghtby II
Lieutenant Colonel, USMCR
Interim Commandant of Cadets

Encl.1 Safety Brief

Encl. 1 Cadet “mule” cart Safety Brief

I, the undersigned, acknowledge the following:

- **A member of the Athletic Department staff must inspect my valid state issued driver’s license before I can be approved to drive a “mule”.**
- **I will only drive a “mule” if I have provided verification of a valid driver’s license to a member of the Athletic Staff.**
- **I will not allow any other cadet to drive the “mule”.**
- **I will not speed or operate the “mule” in an unsafe manner.**
- **I acknowledge that any member of the NMMI staff, faculty, or Campus Police may stop me if they see an unsafe act and confiscate the keys to the vehicle.**

SIGNATURE _____

PRINT LAST NAME, ABT _____

DATE _____