I. POLICY STATEMENT

The purpose of this policy is to prevent injury and damage resulting from the misuse of utility carts through operator safety training and following procedures for safe operations, equipment maintenance and awareness of the work environment.

Any person who accepts the privilege of operating a utility cart on University premises is deemed, by doing so, to have the knowledge, training, and skill to safely operate this vehicle and shall be fully accountable for their actions and the consequences thereof.

The safe operation of utility carts on university premises requires conscientious application and adherence to the minimum standard of care provided by this policy.

University employees may be given citations by University Police for violations of this safety policy. Vendors and contractors could face sanctions appropriate to the terms of their contract with the University.

II. ENTITIES AFFECTED

Staff, students, and faculty

III. DEFINITIONS

Utility Cart: any non-licensed motorized vehicle which is intended for use on University premises only; and is generally used for the transportation of persons or cargo (i.e. Golf Carts, "gators").

IV. RESPONSIBILITIES

DEANS, DIRECTORS, BUDGET UNIT HEADS, AND DEPARTMENT HEADS:
1. Shall assure that all utility carts and operators within their unit comply with the requirements of the Utility Cart Safety Policy.
2. Shall assure that each utility cart owned, leased, or operated by their department which is used on University premises is scheduled for, and receives semi-annual preventative maintenance services by the Transportation shop or leaser. Preventative maintenance services shall include verification of the presence and
proper operation of various safety features and adjustment of the setting for speed governors as may be appropriate.

3. Shall assure that each individual who has been assigned to operate a utility cart or who would reasonably be expected to operate a utility cart within the course and scope of their employment or service to the University complies with the following:
   - Receives appropriate training prior to the commencement of responsibility to operate utility carts.
   - Attends utility cart safety training every three years.
   - Is provided periodic evaluation, counseling and training as may be appropriate to correct non-compliance with the Utility Cart Safety Policy.
   - Completes and signs the Utility Cart Information Acknowledgement form.

4. Shall assure that completed Utility Cart Information Acknowledgement forms are maintained on record with their department for a minimum of three years.

EMPLOYEES:
1. Shall be knowledgeable regarding the requirements of the Utility Cart Safety Policy.
2. Shall acknowledge responsibility and accountability for compliance with the Utility Cart Safety Policy by completing the Utility Cart Acknowledgement form. Shall attend utility cart safety cart training as required

SUPERVISORS:
1. Shall be knowledgeable regarding the requirements of the Utility Cart Safety Policy.
2. Supervisors shall assure that each employee within their area, who is authorized to operate utility carts, is appropriately advised of all requirements of the university policy.
3. Supervisors shall obtain, and maintain on file, a statement signed by each employee who has been authorized to operate utility carts, attesting to their knowledge and understanding of this policy.
4. Supervisors shall assure that employees review this policy every three years and shall consider comments or concerns, observed or reported, regarding each operator’s compliance with the University Utility Cart Safety Policy at the time of employee performance appraisals.
5. Supervisors shall implement procedures for control of utility carts registered to their department. Such procedures may include the use of sign out logs for keys.

SAFETY AND EMERGENCY MANAGEMENT:
- Shall coordinate University wide compliance with the University
  Utility Cart Safety Policy and facilitate utility cart safety training as requested.

Standard of Safety
1. Utility carts shall be operated with the utmost courtesy, care, and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times.
2. Utility carts shall be operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.
3. Utility cart operators shall be responsible for the security of ignition keys for the period that the cart is assigned to them.
4. Utility carts shall be operated within and between university owned property only.
5. Any individual who is not an employee, agent, agency with contract with the university or volunteer of the university may not use carts without a signed permission form from the budget unit head that is responsible for the cart.
6. Authorization to operate a utility cart is contingent on the possession of a valid driver's license. Employees shall immediately notify their supervisor if and when their license is suspended or revoked.
7. University employees, officers and agents, contractors, vendors or volunteers to the university are the only passengers permitted on those utility carts intended for the servicing of university buildings and facilities.
8. Supervisors shall assure that utility carts are operated in accordance with the manufacturer's recommendations. Carts shall not be modified in any manner that negatively affects the, speed, safety, or recommended mode of operation of the vehicle.
9. Any utility cart intended to be operated in excess of 20
MPH shall be equipped with specific safety features that include, but are not limited to seat belts, windshields, headlights, and rear view mirrors. All speed limits shall be observed.

10. Utility carts shall be equipped with functional horn, headlights, brake lights, back-up alarm and amber warning light on top of cart. Carts without a roof shall have an amber warning light affixed to a 3ft. (36 in.) pole attached to the vehicle.

11. Supervisors shall assure that each utility cart is tagged with the maximum load capacity recommended by the manufacturer. Carts equipped with a back carriage shall not be overloaded.

12. Employees shall not operate utility carts owned by other departments unless approval has been granted by a person with authority within the department to which the cart is registered.

13. If any equipment which affects the safe operation of the vehicle is not functional or not operating as intended, the cart shall be placed "out-of-service" and not used until repairs can be completed.

14. Utility carts shall be operated in compliance with common rules of the road, regardless of whether carts are being operated on sidewalks or roadways.

15. Operators of carts which are not equipped with turn indicators shall use appropriate hand signals.

16. All accidents involving utility carts shall be reported to the driver’s supervisor and University Police (5500).

17. Utility carts shall be operated in accordance with the following specific rules:
   - Utility carts shall not be parked within 10 feet of an entrance or exit of any building, except at loading docks.
   - Operators shall stop carts at all blind intersections and sound horn before proceeding.
   - Utility carts shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic except when being used as a safety barricade.
   - Operators shall not stop carts in the middle of roads and/or walkways with the exception of yielding to pedestrians or other vehicles.
   - Utility carts shall not be driven in buildings with the exception of those authorized for use in the tunnels.
   - All body parts- feet, legs, hands and arms shall be kept inside the vehicle when in motion.
   - Operators shall assure the cart is not in gear before starting or powering on.
   - Operators shall check the area behind the vehicle before backing up.
   - Operators shall slow down before and during turns. All turns should be executed at reduced speeds.
   - Operators shall observe the occupant limits of the cart.
   - All occupants shall remain seated while the cart is in motion.
   - All occupants are required to wear seatbelts if the cart is equipped.
   - When the vehicle is to be unattended, turn the key to the off position, remove the key and engage the brake.
   - Drive the vehicle only as fast as terrain and safety considerations allow.
   - Operators shall always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as the environmental factors that may affect your ability to operate the vehicle safely.
   - Operators shall avoid sudden stops or change of direction that may result in loss of control.
   - Operators shall brake to control speed while traveling down an incline.

V. REFERENCES AND RELATED MATERIALS

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