

Northern Kentucky University	Policy Link: Occupational Safety Policy
Issue Date: 11/02/2018	Title: UTILITY CART PROCEDURE
Revised Date:	

OBJECTIVE AND PURPOSE

The purpose of this procedure 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. This procedure is administered under the authority of University Occupational Safety Policy.

DEFINITIONS

Utility Cart- a small, non-licensed, carlike vehicle designed to transport people, tools, and equipment.

RULES AND PROCEDURES

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 procedure.

General Rules

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 the university's owned properties only.
5. Any individual who is not an employee, agent, or 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, Safety and Emergency Management through online Accident/Incident Report, and University Police (x5500).
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.

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.

RESPONSIBILITIES

Safety and Emergency Management Responsibilities

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management will coordinate

training as needed. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

Chair/Director Responsibilities

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices. Chairs/directors shall ensure that their employees receive required training prior to beginning work and annual/refresher training as needed. The chair/director is also responsible for maintaining their employee training records.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

Supervisor Responsibilities

Supervisors shall be knowledgeable regarding the requirements of the Utility Cart Safety Procedure and will assure that each employee, within their area, who is authorized to operate utility carts, is appropriately advised of all requirements of the university procedure.

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 procedure. Supervisors shall assure that employees review this procedure *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.

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.

Employee/Contractor Responsibilities

Employees/contractors shall be knowledgeable regarding the requirements of the Utility Cart Safety Procedure and will acknowledge responsibility and accountability for compliance with the Utility Cart Safety Procedure by completing the [Utility Cart Acknowledgement Form](#). They will also attend utility cart safety training as required.

TRAINING

Departments shall ensure adequate training for each employee in relation to this procedure. Documentation shall be maintained for each employee. For additional assistance contact Safety and Emergency Management.

For additional information, forms, training, and other resources visit nku.edu/safety.