

Title: Utility Cart Safety Policy

Date: August 2013 – revised June 2018

## I. Goals and Purpose

The purpose of this policy is to define who may operate a golf/utility cart, the required training for cart drivers/operators and establish safety procedures and practices that promote safe operations and provide for the safety of our students, faculty, staff, and visitors.

The scope of this policy applies to, but may not be limited to, the following:

- General employee use for campus transportation.
- Courtesy transportation for students, faculty, staff, visitors and persons with physical disabilities.
- Delivering and transporting items that are too large/bulky to be carried by hand.
- Providing access to areas where a road-licensed/use vehicle may have difficulty navigating.
- Avoiding damage to landscaping or other property that may occur with road-licensed/use vehicles.
- Special events such as commencement, camps, institutional activities, etc.
- Authorized transportation of pre-selected hazardous materials.

All members of the **Southwestern** community, including faculty, students, staff, visitors and all carts used on campus, are governed by this program.

## II. RESPONSIBILITY TO IMPLEMENT & ENFORCE POLICY

**Affected department heads are responsible for implementing the Utility Cart Policy.** Operational administration of policy components may be delegated to key departmental personnel. Department heads (Directors/Supervisors) are expected to implement and enforce policy components to ensure fair and consistent application across all campus departments.

## III. DEFINITION OF "CARTS"

This policy provides guidelines for the operation of electric or gasoline-powered utility carts, golf carts and similar type utility vehicles (hereafter "carts") on **Southwestern** campus properties.

## IV. POLICY

### A. Driver Qualifications & Training

All cart drivers must meet the following criteria before operating a cart on Southwestern property:

- **Driver's License** - Possess a valid state issued driver's license and be at least 18 years of age with a minimum of two years auto driving experience.

- **Change in License Status** - Drivers shall immediately notify their supervisor if and when their driver's license is suspended or revoked. Driving privileges for all institution vehicles, including carts, may be suspended until proof of reinstatement. The Human Resources Office will work with affected Department Head.
- **Training** - All cart operators must complete the SafeColleges Utility Cart Safety course **and** complete a review of this policy (SafeColleges LMS). Refresher training is required on a **five year** basis for both the **video course and policy review** and is the responsibility of the department to request refresher training assignments for all cart operators.
- **Training Assignments** - Department Head/designated personnel is responsible to send out **Utility Cart course and policy review assignment request** to designated departmental representative (same designated representatives for Vehicle Policy assignments). *Athletics – Susan Leavell (x1381), Student Life – Derek Timourian (x 1665), Academic – Barbara Jean (x1567), Ben Cofer (1247) Facilities Management, All other departments/staff not listed above – Renee Maule (1220) or Jim Seals (1030).*
- Upon completion of training, which includes the SafeColleges **on-line training Utility Cart video and on-line review of this policy**, the driver will be expected to complete the Training Acknowledgement Form (Attachment A). Departments should keep a copy of this record on file for recordkeeping and auditing purposes.

#### **B. Use of Personal or 3<sup>rd</sup> Party Vendor/Camp Carts on Campus**

Use of personal or 3<sup>rd</sup> party carts are prohibited unless otherwise approved by **Dean of Students or Affected Department VP**. All approved persons or 3<sup>rd</sup> party vendors must provide evidence of a minimum of \$500,000 general liability insurance with **Southwestern University** endorsed as an **additional insured** prior to bringing the cart on campus. The owner and any cart operators must satisfy the requirements of Section IV.A. DRIVER QUALIFICATIONS as well as reviewing and agreeing to follow the components of this policy before operating the cart.

#### **C. Permitted Access and Routes of Travel**

- Carts should be utilized only on sidewalks, paths, campus roads and **only when necessary** on Maple Street (public road).
- Use of utility carts on the Academic Mall pedestrian sidewalks is strongly discouraged due to pedestrian safety concerns.

#### **D. Applicable State Laws and Ordinances and Equipment Requirements**

State law and local ordinances apply to the use of carts and other motorized vehicles. The use of carts on public roads is prohibited unless authorized by state and local authority. If operated on public roads during the hours of darkness between sunset and sunrise, the cart should be equipped with headlights, brake lights, turn signals and a windshield.

## V. Driver Rules of Safety

Carts shall be operated in accordance with the following specific rules:

- Drivers shall not wear **headphones, use cell phones or use/operate any other device** that may cause a distraction, including text messaging.
- Carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of other vehicles and pedestrians. In congested pedestrian areas, operators must either park or reduce speed and proceed at a pace consistent with that of nearby pedestrians. **Pedestrians shall be afforded the right-of-way at all times.** This includes persons walking, jogging, bicycling, and those in wheelchairs or other mobility assistance devices.
- Cart operators shall never operate the cart while under the influence of drugs or alcohol. Operators using prescribed medications that cause drowsiness or any type of impairment should not drive carts.
- Neither passengers nor cargo shall be placed on the roof of the cart. **Carts that have been properly modified may load ladders, pipes, or cargo that is safely secured in place.** Cargo longer than eight (8) feet must be red flagged at both ends prior to transporting.
- Items being transported in carts must be placed in the rear box and properly secured. Hand carts will not be placed/stored or occupy designated seating areas.
- The maximum load capacity, recommended by the manufacturer, either by number of occupants or weight of the passengers and load, shall never be exceeded.
- All transported equipment or materials on top or inside the cart must be properly secured and tied down to prevent movement, injuries or property damage. Keep tie-down straps in all carts to facilitate proper and safe use.
- Cart operators shall drive on the right side similar to street driving rules whenever feasible.
- It is strongly recommended that cart operators inspect basic functions of the cart before each use; (lights, brakes, steering, horn, back-up alarm and tire inflation). Inoperable equipment identified during the inspection should be repaired before operating the cart.
- Never back up without making sure there is no person or obstructions behind the cart.
- Avoid abrupt stops (skidding), high speed turns and any form of horseplay.
- Avoid driving over sprinkler heads, drain covers and avoid turf (grass) during wet conditions.
- Do not jump curbs or other obstacles that may damage the cart.
- Be certain to set the brake and remove the key whenever stopping and leaving the cart.
- Equipment problems or any other cart related problem(s) shall be reported to the department supervisor to which the cart is registered. Submit a work order to Facilities Management.
- The maximum speed on campus roads is 20 mph.
- While driving carts through **parking lots**, special care shall be taken to observe traffic and vehicles pulling in/out of parking spaces.
- To prevent theft/vandalism and associated costs to the University, all carts left outside overnight are to be cable locked or stored in secure fenced areas.
- Carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
- Drivers of carts that are not equipped with turn indicators shall use appropriate **hand signals**.
- All occupants in the cart shall keep hands, arms, legs and feet within the confines of the cart while it is in motion with the exception of the driver using proper hand signals.
- Carts are to be recharged at designated charging locations. Use of extension cords from inside buildings to carts is prohibited due to electrical overloading.

- Carts shall be parked and/or operated in such manner that they do not block or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks. Carts will not be parked:
  - In fire lanes.
  - In handicap parking spaces (unless proper permit is acquired).
  - In any manner that would block the normal flow of pedestrian traffic or **building entrances and exits.**
  - On sidewalks or ramps that would impede pedestrian or handicap accessibility.
  - Parking on grass areas/landscaped areas is strongly discouraged.

## **VI. Accident Reporting**

All accidents involving carts shall be reported immediately to Campus Police (863-1944) and the supervisor of the department to which the cart is registered. An Accident Report will be completed by Campus Police, regardless of whether property and/or personal injury occurred. If personal injury occurs, the injured person and their supervisor shall contact Human Resources, complete and submit a separate personal injury accident report (submit to both Human Resources and Safety & Risk Management Office).

## **VII. Enforcement**

Department Heads will have enforcement responsibility and should consistently apply corrective actions when unsafe behavior or infractions to the policy components are reported. Enforcement of policy infractions should be addressed the same as other University policy infractions. For repeat infractions/unsafe behaviors, Supervisors can choose to prohibit employee from operating a utility cart for a prescribed period of time.

# Southwestern University

## UTILITY CART SAFETY PROGRAM

### TRAINING ACKNOWLEDGMENT

By signing this document, I acknowledge that I have:

- Viewed the Utility Cart Safety Video (on-line review in SafeColleges LMS)
- Viewed, read, understand and will abide by Southwestern's Utility Cart Safety Policy (On-line review in SafeColleges LMS).
- I also understand that, as an employee or student of Southwestern, I am subject to Drug and Alcohol Free Workplace policies.

Please insert your Texas driver's license number:

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Drivers License Number

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Expiration Date

This information will be kept confidential and will become a part of your personnel file maintained in your department's file system.

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Attendee Name (Print)

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Attendee Signature

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Date