



Utility Cart Safety Program

San Bernardino Valley College
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&

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Policy Statement

It is the policy of the San Bernardino Community College District (SBCCD) as per AP 7420 that all employees operating a Utility Cart will be qualified and knowledgeable of safe operating procedures in furtherance of protecting the safety and health of those on campus.

Purpose

To provide authorized district personnel with guidelines so that rented or District owned utility cart-type vehicles are operated in a safe manner on SBCCD property in order to prevent injuries to students, pedestrians, utility cart operators, and passengers and/or damage to SBCCD property and establish requirements for safety devices, operating procedures, rules and regulations, operator, and supervisor accountability.

Scope and Application

This program applies to all employees that operate a utility cart-type vehicle as a part of their job function on the SBCCD property. Student-workers that meet all requirements of this program shall be permitted to operate utility cart-type vehicles. Utility carts are motorized vehicles and other three or four-wheeled vehicles that are powered by electric or internal combustion motors. This program does not apply to tractors or other machinery.

Responsibilities

Program Administrator

The College President is the program administrator, the Vice President of Administration is the designee, and both have the authority and responsibility for implementing and maintaining this Utility Cart Safety Program for their respective campuses. Assigned campus designees are as follows:

Vice President of Administrative Services/SBVC, Site Safety Officer
San Bernardino Valley College
&
Vice President of Administrative Services/CHC, Site Safety Officer
Crafton Hills College

The Utility Cart Program Administrators and designees may be assisted in their duties by the District Environmental Health & Safety Administrator. The EH&S Administrator can be reached at (909) 388-6935 during regular business hours or EHS@SBCCD.edu.

Operators and Pedestrians

Utility Cart operators shall:

- Comply with Authorized Drivers program:
 - Maintain a valid California Driver's License.
 - Complete the Request for Driver's Record Information form.
 - Enroll in the DMV Pull Notice Program.
- Participate in Utility Cart training, as required.
- Comply with all safe operating procedures presented in this program.
- Maintain active certifications for operation of a Utility Cart.
- Report all accidents and near miss incidents.
- Conduct daily inspections and walk-arounds prior to operation, See Appendix E for the Pre-Operation Checklist.
- Report any deficiency found during inspection that might affect the safe operation of the Utility Cart.

Pedestrians shall comply with the following when walking in areas where Utility Carts operate:

- Stay within pedestrian walkways.
- Be aware of surroundings, listen for horns, back-up signals and other identifying noises of a Utility Cart.
- Be sure to obtain eye contact with the Utility Cart operator before proceeding to walk in the pathway.

Program Elements

Training

Only certified and properly trained employees are authorized to operate any utility cart that is under the ownership of SBCCD. A utility cart operator must successfully complete all portions of the training program as well as maintaining compliance with the Authorized Drivers program to become qualified to operate a utility cart at SBCCD. The Authorized Drivers list is maintained by the Human Resources Department.

The training program includes:

- Step 1: Initial training may be conducted during New Hire Orientation or online.
- Step 2: Live training can be conducted by the employee's supervisor using Appendix C & D as a follow-along checklist. Supervisors may coordinate with Safety & Risk Management for assistance.
- Refresher training is available upon request.

Additional training may be needed for the following:

- The purchase of new equipment including a new utility cart, accessories, or attachments.
- Change of workplace conditions that might affect utility cart operation.
- Minor accidents or near miss incident occurs.
- Operator is observed operating a utility cart improperly or unsafely.

If the operator is involved in an accident or is observed using the utility cart in an unsafe manner, driving privileges may be reevaluated by SBCCD. Initial trainings consist of six components:

1. Utility Cart Basics

2. Types of Utility Carts

3. General Operating/Safety Guidelines

4. Cart Maintenance

5. Pre-Operation Check

6. DOs and DON'Ts

General Vehicle Operating Standards

Vehicles shall not be operated in a manner that may endanger passengers or other individuals (e.g., pedestrians), or harm SBCCD property.

Operating Standards

- 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.
- Each requirement of this policy applicable to safety and considerations for care and courtesy shall be applied for persons in wheelchairs or any type of mobility assistance device.
- Utility carts shall be operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.
- Utility carts shall be operated within the confines of the school site premises only.
- Any individual or entity who is not an employee, agent, or volunteer of the District, who wishes to use District utility carts shall seek written permission from the supervisor of the department to which the vehicle is registered.
- Utility carts shall be operated in compliance with the common "rules of the road" regardless of whether carts are being operated on sidewalks or roadways.
- All accidents involving utility carts shall be reported to the supervisor of the department to which the vehicle is registered, regardless of whether property or personal injury occurred. Police reports shall be filed as appropriate.

Vehicle Standards and Maintenance

- Utility carts shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.
- Any utility cart intended to be operated in excess of 15 miles per hour 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.
- Utility carts intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights and taillights/brake lights.
- Utility carts shall be equipped with a functional horn.
- Utility carts intended for operation in enclosed areas shall be equipped with strobes and back-up alarms. Installation of back-up alarms on all utility carts is strongly recommended.

Passengers

- State employees, officers and agents, contractors, vendors or volunteers to the District are the only passengers permitted on those utility carts intended for the servicing of District buildings and facilities. Use of these utility carts to transport passengers other than those mentioned above might invalidate the property insurance coverage of these carts.

Operator Qualifications and Responsibilities

- Authorization to operate a utility cart is contingent on the possession of a valid driver's license and successfully completing utility cart training. Employees shall immediately notify their supervisor if and when their driver's license is suspended or revoked.
- Operators of utility carts, which are not equipped with turn indicators, shall use appropriate hand signals.
- Each operator shall be responsible to provide timely notification of safety and maintenance concerns regarding utility carts to the Maintenance Department and the supervisor of the department to which the vehicle is registered.
- Utility cart operators shall be responsible for the security of ignition keys for the period that a cart is assigned to them.

Supervisors Responsibilities

- Supervisors shall assure that each employee within their unit, who is authorized to operate utility carts, is appropriately advised of all the requirements of the SBCCD Safety Policy.
- 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 the District's Utility Cart Safety Policy. (Please see Utility Cart Safety Information Acknowledgement Form.)
- Supervisors shall assure that employees review the District Utility Cart Safety Policy at least annually and shall consider comments and concerns, observed, or reported, regarding each operator's compliance with the District's 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 should include the use of a "sign-out log" for keys.
- Supervisors shall ensure that utility carts are operated in accordance with the manufacturer's recommendations.
- Supervisors shall ensure that each utility cart is tagged with the maximum load capacity recommended by the manufacturer. Utility carts equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operation.

- **Utility Cart Usage:**
 - Transporting equipment/supplies for events on SBCCD Property.
 - Transporting equipment/supplies.
 - Delivering products and goods.
 - Transporting injured students.
 - Student use of utility carts is prohibited.
- **Passenger Limit/Load Capacity:**
 - Do not exceed the passenger limit and load capacity designated by the vehicle's manufacturer.
- **Approved/ Prohibited Areas:**
 - Utility carts shall only be driven on campus property.
 - Utility cart-type vehicles are restricted to designated streets and paths on the SBCCD property.
 - Utility carts shall not be driven on public streets or rights-of-way.
 - Utility cart-type vehicles may only be used to access these restricted areas in cases of medical need and for deliveries, if no other means for transporting the equipment/supplies is feasible.
 - Utility carts shall not be driven through buildings except under the following circumstances:
 - Police or medical emergency.
 - In order to provide maintenance service at a location in a specific building to which equipment and supplies, but not people, are being transported to the work site.
 - In order to make a delivery of materials which cannot be otherwise transported to a specific location in a building.
 - Where circumstances warrant, as described above, the operators of a utility cart in or through any District building shall take the route least disruptive to building occupants and shall follow all other policy conditions and operating requirements.
- **Speed Limits:**
 - Operators must not exceed speed limits for motorized vehicles.
 - Operators must reduce speed on walkways and in pedestrian areas.
 - In crowded pedestrian areas, operators must park or proceed at a slow walking pace.
- **Parking:**
 - When parked the ignition key must be removed from the vehicle and the emergency brake engaged.
 - Parking is allowed only on hard covered surfaces (e.g., asphalt, concrete, and brick).
 - Parking is prohibited on soft services, including but not limited to: landscaping, unpaved surfaces, tanbark-covered areas, etc.
 - Do not block entrances to buildings, stairways, disability ramps, or main thoroughfares.
 - Do not chain vehicles to fixed objects (e.g. trees, poles).
- **Power Supply for Vehicles:**
 - Electric vehicles will be recharged at locations designated for such use.
 - Use of extension cords from inside buildings to vehicles is prohibited.
 - Fueling will be done outdoors at a location designated for such activities.
 - If a vehicle is refueled from a gas can, the vehicle must be grounded.

Utility carts *shall not*:

Be parked within 6-8 feet of the entrance or exit of any building, except at loading docks.

Be operated at all blind intersections without sounding their horns before proceeding

Be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic in heavily traveled areas. Pedestrians as used here, shall include persons in wheelchairs or mobility assistance devices

Not be stopped (bring a utility cart to rest for any period of time) in the middle of roads and walkways

Be operated at speeds in excess of 15 miles per hour in these areas. Special care shall be taken while driving utility carts through parking lots and on walkways

Be operated under the influence of drugs or alcohol that may impair your driving ability.

Required Equipment

The following equipment is required to be present and operational on all Utility Cart-type vehicles:

- Backup alarm.
- Portable fire extinguisher.
- First Aid Kit.
- Mirrors if cargo or other equipment block rear vision.
- Horn or audible warning device.
- Lights (head, tail, brake) for all night use.

Purchased/ Donated Utility Carts

- Any utility cart that is purchased or accepted as a gift, must meet minimum safety requirements. The minimum safety equipment required must include, but not limited to:
 - Key operated.
 - Deadman switch.
 - Reverse alarm.
- If the cart does not come with such equipment, the manufacturer should be contacted to see if it can be modified to add the missing equipment.
- A utility cart must be certified in writing as meeting cart manufacturer safety requirements before it is purchased or accepted as a donation.

Recordkeeping

A written copy of this program can be accessed electronically, via the Safety & Risk Management Department website at <https://sbccd.org/ehs> and is available to all employees who wish to review it. Injury and vehicle accidents need to be reported to a direct supervisor immediately.

Program Evaluation

The SBCCD Utility Cart Safety Program will undergo regular review and necessary revisions periodically by the Environmental Health and Safety Administrator in consultation with the Program Administrator.

Appendix A: SBVC Site Specific Information

College President	<ul style="list-style-type: none">• (909) 384-4477
VP Administrative Services	<ul style="list-style-type: none">• (909) 384-8958
Adminstrative Services	<ul style="list-style-type: none">• (909) 384-8965
Safety & Risk Management	<ul style="list-style-type: none">• (909) 388-6935
Web Links	<ul style="list-style-type: none">• https://sbccd.org/ehs

Appendix B: CHC Site Specific Information

College President

- (909) 389-3200

VP Administrative Services

- (909) 389-3210

Administrative Services

- (909) 389-3211

Safety & Risk Management

- (909) 388-6935

Web Links

- <https://sbccd.org/ehs>

Appendix C: Utility Cart Safety Information Acknowledgement Form

Department: _____

(This form shall be completed by all employees prior to assignment to operating a utility cart and annually thereafter)

Employee Name: _____ Ext. _____

Name of Supervisor: _____

By signing below, I acknowledge that:

- I have read the Districts Utility Cart Safety Policy
- I understand the terms and conditions of the Districts Utility Cart Safety Policy
- I have been provided with the opportunity to ask questions related to this policy.
- I have successfully completed the Keenan SafeColleges utility cart safety training.
- I have successfully completed the Live utility cart safety training with my supervisor.

(Date Attended _____)

I possess a valid driver's license # _____

Employee Signature

Date

Supervisor Signature

Date

Keep this form in the employees' file for a minimum of 3 years.
Send to Safety & Risk Management at EHS@SBCCD.edu.

Appendix D: In-Person Utility Cart Practical Observation

The In-Person Utility Cart Practical Observation is to be completed after receiving the certificate for the assigned online Utility Cart Safety Training. The Training Checklist is to be used by the Supervisor to document practical use training. The Driver/Operator shall be instructed on the following topics. Check off items as completed, if not applicable note N/A.

Training Status: _____ **Original / New Hire** _____ **Retrain** _____ **Train-The-Trainer (EHS Only)**

Driver/Operator: _____ **Department:** _____
PRINT FIRST & LAST

Supervisor: _____ **Supervisor Title:** _____
PRINT FIRST & LAST

Vehicle Loading Operations

- Equipment safely loaded to keep low center of gravity.
- Equipment tie down demonstration.

Battery Charging & Fueling Procedures

- Battery charging connection procedure demonstrated.
- Maximum battery charge time discussed.
- Fueling procedure demonstrated.

Operation of Controls

- Lights, turn signals, horn located & tested.
- Emergency brake located & engaged.
- Accelerator & brake pedal identified.
- Run & tow switch under seat (electric vehicles only). If the vehicle doesn't have switch contact Mobile Equipment Shop.
- Forward/reverse switch location.
- Mirrors.
- Safety strobe lights.
- Back-up warning device.
- Other controls identified & demonstrated – Note here:

Demonstration of Equipment & Driving Maneuvers

- Turn signals & hand signals.
- Brakes & parking brake.
- Emergency brakes, if so equipped.
- Forward/reverse switch operation.
- Forward turns.
- Backing & reverse turns.
- Other equipment - Note here:

Driving Routes, Speeds, Safety & Vehicle Storage

- Provide driver/operator copy of Golf Cart/Utility Vehicle Safety Program.
- Driving routes are restricted to approved streets until closest sidewalks and paths to final destination is reached.
- Vehicles may not exceed posted speed limits or interfere with normal pedestrian, bicycle, or vehicular traffic.
- Drivers shall conduct a daily pre-shift inspection to ensure equipment is working properly.
- Drivers shall report all close calls, property damage and/or injury incidents to their departmental supervisor.
- Parked vehicles must be secured by removing keys to prevent unauthorized use.
- Vehicles shall be stored at designated parking/storage spot.

Driver/Operator Signature: _____

Supervisor Signature: _____

Date ____/____/____ Please send a copy of this document to ehs@sbccd.edu.

Appendix E: Utility Cart Pre-Operation Checklist

Cart ID# _____

AUTHORIZATION

Y	N	N/A	
			Have you completed utility cart safety training?
			Do you possess a valid driver's license?

Y	N	N/A	
			Do you agree to not operate utility cart vehicles on outside roadways except on marked cross walks?
			Have you signed the Utility Cart Safety Information Acknowledgement Form?

INSPECTION

Y	N	N/A	
			Are the tires inflated to the proper pressure?
			Is there visible rust damage?
			Are the fluids maintained at the proper levels?
			Is there any evidence of fluid leaks?
			Are there any loose parts?
			Is the audible reverse alarm operational?
			Are the brakes functioning properly?
			Is the horn operational?
			Are all signals fully functional?
			Is all original equipment safety features maintained in good working order as recommended by the manufacturer's service schedule?

Y	N	N/A	
			Are slow moving vehicle reflective triangles clearly displayed on all carts and trailers in tow by carts?
			Are there any other visibly defective items noted?
			Is the vehicle steering loose?
			Is the audible reverse alarm operational?
			Are operational flashing hazard lights on top of the cart operational?
			Are the side and rear-view mirrors in good condition, e.g., not cracked, fogged, loose, dirty?
			Are operational flashing hazard lights on top of the cart operational?
			Are seat belts accessible for use and in good condition?
			Is the battery correctly charged?
			Is the utility cart tagged with the maximum load capacity?

DO NOT OPERATE AN UNSAFE UTILITY CART

Operators Initials _____ **Date** _____