

**Safety Policy:
Utility Cart-Type Vehicles for
San Bernardino Community College School District**

SAFETY POLICY:

Operation of Rented or District Owned Utility Cart-Type Vehicles by Authorized Personnel

I. Purpose

To provide authorized district personnel with guidelines so that rented or District owned utility cart-type vehicles are operated in a safe manner in the San Bernardino Community College School District in order to prevent injuries to District personnel or damage property.

- Authorized Personnel include:

II. What are Utility Carts?

Motorized vehicles including utility carts and other 3 or 4-wheeled vehicles that are powered by electric or internal combustion motors. NOTE: Does not apply to tractors or other machinery. Examples of manufacturers of utility cart-type vehicles include: Cushman, Club Car, Daihatsu, etc.

III. Authorized Use

Transporting equipment/supplies for events on San Bernardino Community College School District Property.

Transporting equipment/supplies.

Delivering products and goods.

Transporting injured students.

Student use of utility carts is prohibited.

IV. Operation

- General:

Vehicles shall not be operated in a manner that may endanger passengers or other individuals (e.g., pedestrians), or harm San Bernardino Community College School District property.

- Passenger Limit/Load Capacity:

Do not exceed the passenger limit and load capacity designated by the vehicle's manufacturer.

- Approved Areas: (see attached map)

Utility carts shall only be driven on school district property. Utility cart-type vehicles are restricted to designated streets and paths on San Bernardino Community College School District campus.

- Prohibited Areas (on campus):

Utility carts shall not be driven on public streets or right-of-ways. The following areas on campus are off-limits to all vehicles, including utility cart-type vehicles:

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.

- **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, 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).
- **Recharging Electric Vehicles:**
Electric vehicles will be recharged at location designated for such use. Use of extension cords from inside buildings to vehicles is prohibited.
- **Refueling internal combustion vehicles:**
Fueling will be done outdoors at location designated for such activities. If vehicle is refueled from a gas can, the vehicle must be grounded.

V. Reporting Accidents/Injuries

Promptly report all vehicle accidents to an immediate supervisor.

VI. 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 certified in writing as meeting cart manufacturer safety requirements before it is purchased or accepted as a donation.

San Bernardino Community College School District

UTILITY CART SAFETY STANDARDS

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. 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.
3. 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.
4. 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 San Bernardino Community College School District Safety Policy.
5. 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.)*
6. 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.
7. 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.
8. Utility cart operators shall be responsible for the security of ignition keys for the period that a cart is assigned to them.
9. Utility carts shall be operated within the confines of the school site premises only.
10. 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.
11. 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.
12. 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.
13. Supervisors shall assure that utility carts are operated in accordance with the manufacturer's recommendations. Utility carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.

14. 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.
15. Utility carts intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights and taillights/brake lights.
16. Supervisors shall assure 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.
17. Employees shall not operate utility carts owned by other departments unless the supervisor of the department/unit to which the utility cart is registered has granted approval.
18. 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.
19. Utility carts shall be equipped with a functional horn.
20. Operators of utility carts, which are not equipped with turn indicators, shall use appropriate hand signals.
21. Utility carts intended for operation in enclosed area shall be equipped with strobes and back-up alarms. Installation of back-up alarms on all utility carts is strongly recommended.
22. 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.
23. 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.
24. Utility carts shall be operated in accordance with the following specific rules:
 - ◆ Utility carts shall not be parked within 6-8 feet of the entrance or exit of any building, except at loading docks.
 - ◆ Operators shall stop utility carts at all blind intersections and sound their horns before proceeding.
 - ◆ Utility carts shall not 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.
 - ◆ Operators shall not stop (bring a utility cart to rest for any period of time) in the middle of roads and walkways.
 - ◆ Special care shall be taken while driving utility carts through parking lots and on walkways. Utility carts shall not be operated at speeds in excess of 15 miles per hour in these areas.

- ◆ Utility carts shall not be driven through buildings except under the following circumstances:
 - a. Police or medical emergency.
 - b. 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.
 - c. In order to make a delivery of materials which cannot be otherwise transported to a specific location in a building.
 - d. Where circumstances warrant, as described by a, b and c 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.

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.** _____

Social Security #: _____

Name of Supervisor: _____

By signing below I acknowledge that:

(Check all that apply)

- 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 utility cart safety training

(Date Attended _____)

- I possess a valid driver's license # _____

Employee Signature

Date

Supervisor Signature

Date

Keep this form in employees' file for a minimum of 3 years.

Utility Cart Pre-Start Checklist

Cart ID# _____

ITEM	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Lights					
Tires					
Brakes					
Horn					
Gauges					
Steering					
Battery Connections/water					
Charge					
Fluid levels					
Body damage					
Other:					

Operators Initials					
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DO NOT OPERATE AN UNSAFE UTILITY CART

Golf Carts: I have one ... now what do I do?

- Carts received as a gift
 - Properly inspected
 - Tires
 - Brakes
 - Battery
 - Fluids
 - Body
- Personnel
 - Only trained and authorized shall use
 - Training
 - Provided by Keenan & Associates
 - Time
 - 1-hour classroom
 - 15-minutes/person evaluations
 - Course outline
 - Causes of Accidents
 - Operational Costs
 - Daily inspection procedures
 - Proper loading
 - Driving Characteristics
 - Driving Around Pedestrians
 - Driving Speed
 - Parking
 - Intersections
 - Passengers
 - Charging/Fueling procedures & precautions
 - Knowledge Review (Quiz – passing 80%)
 - Hands-on Training Session