



COLLEGE OF THE
REDWOODS

Safety Policy: Utility Cart-Type Vehicles



March 2016

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 at Redwoods Community College District. This policy is in place to prevent injuries to District personnel and/or prevent damage to property.

What are Utility Carts?

Motorized vehicles include 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, Quads, Daihatsu, etc.

II. Authorized Use on Redwoods Community College District Property

- Transporting equipment/supplies.
- Delivering products and goods.
- Transporting injured students.
- Student use of utility carts is prohibited.

III. Operation

- General:
Vehicles shall not be operated in a manner that may endanger passengers or other individuals (e.g., pedestrians), or harm Redwoods Community College 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 district property. Utility cart-type vehicles are restricted to designated streets and paths on Redwoods Community College District property 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:
 Landscaped and planted areas across campus and around the exterior of buildings on sidewalks

 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.

IV. Reporting Accidents/Injuries

Promptly report all vehicle accidents to an immediate supervisor.

**REDWOODS COMMUNITY COLLEGE 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 pathways.
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 Redwoods Community College 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. Utility cart operators shall be responsible for the security of ignition keys for the period that a cart is assigned to them.
8. Utility carts shall be operated within the confines of the college campus premises only.
9. 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.
10. 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.
11. State employees, officers and agents, contractors, vendors or volunteers to the District and injured students 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.
12. 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.
13. 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.

14. Utility carts shall be operated in compliance with the common "rules of the road" regardless of whether carts are being operated on pathways or roadways.
15. Operators of utility carts, which are not equipped with turn indicators, shall use appropriate hand signals.
16. 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.
17. 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.
18. Utility carts shall be operated in accordance with the following specific rules:
 - ◆ Utility carts shall not be parked within 3 feet of the entrance or exit of any building, except at loading docks.
 - ◆ Operators shall stop utility carts at all blind intersections 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 pathways.
 - ◆ Special care shall be taken while driving utility carts through parking lots and on pathways. 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 when operating a utility cart in or through any District building the operator shall take the route least disruptive to building occupants and shall follow all other policy conditions and operating requirements.



REDWOODS COMMUNITY COLLEGE DISTRICT Utility Cart Safety Information

Acknowledgement Form

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

Employee Name: _____ **Ext.** _____

Supervisor Name: _____ **Ext.** _____

Department: _____

By signing below I acknowledge that:

(Check all that apply)

- I have read the District's Utility Cart Safety Policy
- I understand the terms and conditions of the District's 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 # _____ State issuing license _____

Employee Signature

Date

Supervisor Signature

Date

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