

Motorized Cart Safety Policy

Purpose: The purpose of this policy is to establish proper safety procedures and practices and to ensure the safe operation of motorized utility carts on the USP campus.

Procedures: All operators of USP utility carts must be at least 18 years of age.

Students are not permitted to operate USP utility carts.

Supervisor Procedures:

The department supervisor is responsible for maintaining a signed Acknowledgement Form (attached) for each employee in their department whom they have authorized to operate a utility cart, and to update this information annually. The supervisor should send a copy of the signed form to the Environmental Health and Radiation Safety Office, Box 85.

The department supervisor is responsible for designating operators of the utility cart(s) in their department.

The department supervisor is responsible for ensuring that the cart operator is capable of handling the vehicle and has been instructed on the procedures outlined in this policy.

The department supervisor is responsible for adhering to the manufacturer's recommendations and for ensuring that all original equipment and safety features of the cart are kept in good working order. Carts shall not be modified in any manner that affects the manufacturer's recommended mode of operation, or the speed or safety of the vehicle.

The supervisor is responsible for promptly reporting accidents involving the cart to the Office of Risk Management, Box 53, ext. 8771. The supervisor is also responsible for promptly reporting to HR any employee injuries on the Supervisor's Accident Investigation Reporting Form.

Operator Procedures:

The speed limit for carts on campus is 15 m.p.h. Speed is to be reduced to a minimum (5 m.p.h.) when driving along or crossing sidewalks or whenever pedestrians are present.

Carts are prohibited from operating on the public roadways except when crossing the street or utilizing a roadway where no sidewalk exists.

Pedestrians have the right-of-way at all times. Carts must yield to pedestrians on sidewalks.

Carts are to be operated with the utmost courtesy and consideration for the safety and convenience of pedestrians.

Operators should maintain a safe distance from other vehicles and from pedestrians.

Operators are to observe the rules of the road, including, stopping at intersections and other areas where pedestrian traffic may be obstructed.

Operators may not wear headsets or use a cell phone while operating a utility cart.

Operators are prohibited from operating carts outside the boundaries of the USP campus.

Carts are not to be overloaded, i.e. carrying more passengers than recommended or exceed the cart's recommended load capacity.

Operators and passengers must remain seated, and hands, feet, arms and legs must be kept inside the vehicle while it is moving. The operator is responsible to apply these safety rules to all passengers of the vehicle.

Carts should not block entrances to buildings, stairways, walkways, disability ramps or main thoroughfares or be parked within 6 – 8 feet of the entrance or exit of any building, except at loading docks.

The operator is required to turn off the ignition when the cart is parked. Keys are the responsibility of the operator and should not be left in the cart when it is unattended.

Operators are to immediately report all accidents to their supervisor and to campus Security.

Operators are required to ensure that the vehicle is in safe working order before each use and report mechanical or equipment defects to their supervisor as soon as possible.

University-owned carts are to be used for university business only.

Failure to adhere to this policy could result in appropriate disciplinary action and/or suspension of operator's cart driving privileges.

Motorized Cart Safety Information

Acknowledgement Form

Employee Name: _____

Department: _____

By signing below I acknowledge that:

- I have read and understand the procedures and conditions contained in the University of the Sciences' Motorized Cart Safety Policy.
- I have been provided with the opportunity to ask questions related to this policy.

Employee Signature

Date