

UTILITY CART POLICY

I. INTRODUCTION

This policy provides guidelines for the use of electric or gas-powered carts and/or similar utility type vehicles (carts) at Goucher College. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty and staff.

II. STATEMENT OF POLICY

A. All members of the college community are governed by this policy (students, staff, faculty). All operators of carts must meet the following criteria before operating a cart on property under the jurisdiction of Goucher College.

- 1) Successfully complete the college's Cart Safety Training Program (operator's training will include a signing of a statement of understanding) once every three years.
- 2) Obtain permission to operate the cart from the operator's supervisor or be pre-approved by their supervisor to drive a cart as part of their job duties.

Note: Goucher employees who will be operating carts are required to complete in-person training at the first training session that is offered after commencement of their employment at the college. It is anticipated that training will be provided every six months. If an employee has not received in-person training, he or she will be instructed in the safe use of carts by a supervisor or other employee in the department who has completed in-person training, prior to using a cart. The employee must complete the first in-person training session that is offered after commencement of employment.

B. The safe operation of carts is paramount. Failure to follow this policy may result in citation, appropriate disciplinary action, and/or suspension of operator's cart driving privileges.

C. All new cart acquisitions must meet the minimum safety features found in National Highway Safety and Traffic Administration (NHSTA), Standard 500 (49 CFR Part 571.500), hereafter "Standard 500" except that they are not required to have the required VIN for Standard 500 vehicles. As of the effective date of this policy, the purchase of used or remanufactured carts not meeting Standard 500 (except for the VIN) is prohibited.

D. All carts must be maintained so that all original equipment safety features are kept in good working order.

E. Minimum Safety features non-Standard 500 carts (acquired by the college prior to effective date of this policy) are to include:

- 1) Carts must be four-wheeled vehicles - **No Three-wheeled vehicles.**
- 2) All original equipment safety features must be kept in good working order.
- 3) All carts and trailers (pulled by carts) must have clearly displayed on the exterior of

the cart and trailer the slow moving vehicle reflective triangle.

F. The following outlines procedures for the safe operation of carts:

1. Supervisors must monitor and ensure that all persons operating carts have been instructed in the safe operation of carts and have attended the Cart Safety Training Program or otherwise been instructed in the safe use of golf carts. Employees will be required to complete in-person training every three years and such training will be offered to campus staff every six months. The Director of Business and Auxiliary Services will maintain all training records.
2. The speed limit for carts off standard roadways is **15 mph**.
3. Carts may operate on college roadways, but must adhere to posted speed limits.
4. Modification or tampering with a cart's governor is prohibited and is a violation of federal law.
5. The operator must report any accidents to the Office of Public Safety and to the operator's supervisor. The Office of Public Safety should prepare a written report, which should be forwarded to the Director of Human Resources, the director of the department and the employee's supervisor.
6. Cart operators are to use extreme caution at all times.
7. Operators may not wear headsets or ear protection while operating carts.
8. Operators are prohibited from operating carts on roadways outside the boundaries of the college. Under no circumstances are carts to be used to cross any roadway outside the college.
9. Pedestrians have the right-of-way on campus. Carts must yield to pedestrians on sidewalks. **SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.**
10. Cart operators are to be diligent and pay particular attention to the needs of disabled persons, because limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of carts.
11. Carts are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the cart's recommended carrying or load capacity.
12. Contractors and other non-affiliated departments/companies, corporations, etc. must display company name and vehicle identification number (VIN) on their carts at the owner's expense.
13. Carts should be inspected on a weekly basis by the department or driver who is assigned the cart. If the golf cart is in need of repairs or maintenance, the vehicle should be taken out of service. Any damage or maintenance needs should be reported to a supervisor immediately.

14. Cart operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in carts. When the golf cart is not in use, the golf cart control lever should be placed in the neutral position and the key should be removed. When the golf cart is not in use for a long period of time, such as overnight, it should be secured.

15. Operators should avoid parking in heavily traveled pedestrian areas as much as possible. Carts should not block emergency equipment, pedestrian aisles, doorways, intersections, or the normal traffic flow.

16. All golf carts that do not have enclosed cabs should be equipped with seat belts, and the operator and all passengers should be restrained, where seatbelts are available. All passengers should keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.

17. College-owned carts are to be used for college business only.

18. Only carts designed for towing should be used for towing.

G. All cart operators must attend a Cart Safety Training Program prior to operating a cart. This provision will go into effect fall semester, 2006, and will be under the direction of the Director of Business and Auxiliary Services. If training is not immediately available, an employee must be instructed in the safe use of a cart by an employee or supervisor in the department who has attended the Cart Safety Training Program. A form must be completed to document such training (Exhibit C). The employee must attend an in-person session as soon as it is available. All training records shall be maintained by the Director of Business and Auxiliary Services.

H. College-owned carts are to be maintained in accordance with the manufacturer's recommended service schedule.

1. Repairs and regular maintenance of all utility carts will be performed by FMS or, in the event major repairs are needed, by an outside contractor. FMS has established recommendations for routine maintenance of carts and a procedure for requesting and scheduling routine maintenance; these recommendations and procedure are attached as Exhibit A to this policy. It is the responsibility of the department owning the cart to ensure that carts are maintained according to the recommended schedule and that repairs are requested in a timely fashion, according to FMS procedure. Departments are financially responsible for all repair and maintenance costs, including labor, parts and supplies. FMS will maintain all preventative maintenance and repair records related to carts it services.

2. Departments are responsible for keeping all original equipment and safety features in good working order. A weekly vehicle condition report must be completed for each cart and maintained by the department. A sample report is attached as Exhibit B to this policy.

I. Personally-owned carts are prohibited from operating on college property. However, special

consideration will be given to individuals who request to use personal carts as an ADA accommodation.

EXHIBIT A

UTILITY CART SERVICING GUIDELINES

Procedure for Preventative Maintenance (PM) for Carts

The work management coordinator will install the individual vehicle information in the work management system which will generate regular PM tickets for service. The system will print out a PM ticket for each vehicle every six calendar months. The user will be notified by the work management coordinator that service is required. It is the user's responsibility to contact the work management coordinator to schedule an appointment to have the vehicle delivered for service. The cost for PM Service will be a flat rate of \$30 which includes an oil change and check of the overall condition of the cart. (**Note:** If the PM Service identifies items that need attention, these items will be addressed at the same time if possible. If for some reason this work can't be performed, it will be rescheduled with the user. No vehicle will be allowed to go back in service if any repairs that are identified jeopardize the safe operation of the vehicle. The cost for this service will be based on work that is required to address the repair.)

Once the service is complete, the maintenance mechanic will return the completed work order to the work management coordinator. The work management coordinator will inform the user that the work is complete, verify that the work order accurately describes the service performed and return a copy of the work order to the user for the user's record. The work management coordinator will also log the work order for FMS's record.

All costs associated with the repairs will be charged to the account code designated for the vehicle.

Procedures for Non-PM Repairs for Carts

If repairs are identified, the user will contact the work management coordinator and schedule a time for evaluation and the work management coordinator will also issue a work order. Once the necessary actions are determined, the parts will be ordered. (**Note:** If the repairs that are required do not jeopardize the safe operation of the vehicle, the user will be able to utilize the vehicle until the parts are received. Otherwise, the vehicle will remain out of service until the repairs are made.) Once the parts are received, the work management coordinator will contact the user to schedule an appointment to make the repairs.

Once the service is complete, the maintenance mechanic will return the completed work order to the work management coordinator. The work management coordinator will inform the user that the work is complete, verify that the work order describes the service performed and return a copy of the work order to the user for the user's record. The work management coordinator will also log the work order for FMS's record.

All costs associated with the repairs will be charged to the account code designated for the vehicle.

EXHIBIT B
GOUCHER COLLEGE – WEEKLY UTILITY CART CONDITION REPORT

Name	Department	Date
Vehicle No.	Mileage	

Items Checked	OK	Defective	Remarks	Date Reported
1. Fuel				
2. Oil				
3. Battery				
4. Coolant				
5. Transmission Fluid				
6. Belts and Hoses				
7. Lights				
8. Brakes (Foot)				
9. Brakes (Hand)				
10. Mirrors				
11. Windows				
12. Windshield Wipers				
13. Horn				
14. Heater				
15. Tires				
16. Clean: Inside				
17. Clean: Outside				
18. Body Condition				
19. General Operation				

This report should be completed on the first day of each work week and turned in to your supervisor. The supervisor shall retain copies of this document for three years.

PLEASE REPORT ALL SERIOUS DEFECTS TO YOUR SUPERVISOR IMMEDIATELY.

EXHIBIT C

UTILITY CART TRAINING RECORD

I _____(print name) completed utility cart training on _____(date). I have received a copy of the Utility Cart Policy and agree to comply with all provisions of the policy. I understand that if I violate the terms of the policy, I may lose the right to operate a utility cart and/or be subject to discipline, up to and including termination.

_____ (Signature of Employee)

_____ (Signature of Supervisor or Trainer)

Date: _____

Copy to be maintained by the Director of Business and Auxiliary Services