

California State University, Fresno

Powered Carts* Safety Guidelines

*A powered cart includes both open-air carts and fully enclosed low-speed vehicles

Each university department that operates powered carts must:

- 1) Ensure that all cart drivers are authorized to drive a state vehicle
- 2) Provide all drivers with adequate training prior to operation
- 3) Ensure that each cart is mechanically safe to operate

1) **Authorized Drivers** must be on the list maintained by the Office of Environmental Health and Safety, Risk Management and Sustainability, and:

- Possess a valid United States Drivers License;
- Complete a defensive driving course;
- Maintain a good driving record.

It is the responsibility of each driver to promptly report any changes in their driving status.

2) **Training Program** administered by the driver's supervisor/authorized trainer: Date of Training: _____

Pre-trip inspection: immediately report all defects

- Check accelerator pedal for smooth operation
- Check lights and horns, if equipped
- Check back-up lights
- Test Brakes for proper operation

Operating Basics

- Accelerator and brake pedal operation, including parking brake
- Forward-Reverse switch location and operation
- Parking and recharging procedures
- Load capacity and turning capabilities

Cart Safety Rules

- Only authorized drivers may operate carts. Please do not leave your key in the cart.
- All passengers must be in seats designed for such use. No passengers in cart beds, on sides, or on another passenger's lap or shoulders.
- Operators and passengers must keep arms and legs inside the cart while in motion.
- Doors must be closed and seat belts must be worn while the cart is in motion, if so equipped.
- Secure materials and equipment so they don't fall off or protrude from the sides.
- Use slow speeds and extreme caution at all times.
- Pedestrians have the right-of-way. Assume they do not see you.
- Carts are not allowed in the **NO-DRIVE ZONE**. Only carts with a permit issued by University Police may operate in the **RESTRICTED DRIVING ZONE**. Use should be limited between the hours of 7:30 a.m. – 5:30 p.m. Mon. – Fri. Only street legal vehicles may be driven on Barstow, Cedar and Shaw Aves. when safe to do so.
- Do not drive while using or wearing devices that impede hearing in *either* ear or cause a distraction, e.g., headsets, earphones, music players, earplugs, cell phones, communication devices, etc. Public Safety personnel may be exempt while using communication devices at the discretion of the Chief of Police.
- State cell phone/texting laws apply to cart drivers.
- Observe all traffic laws, violators will be cited.
- Smoking is not allowed in carts, whether stopped or in motion.

3) **Powered Cart Maintenance**

- Report all defects immediately.
- Do not operate a cart that is not properly equipped or defective.
- All carts must receive an annual safety inspection at the Ag Operations shop.
- A written summary of inspection results will be kept in department files.

I have read, understand and agree to follow all the safety guidelines as set forth in this document.

Signature X _____ Driver Name _____ Trainer _____