

FRESNO STATE

Powered Cart Safety Training



Environmental Health, Safety & Risk Management

Department Supervisor Responsibilities

The department supervisor has a number of responsibilities when employees are operating a powered cart. Supervisors should make sure that:

- All vehicles operators complete all training prior to operating a cart.
- Cart Safety training has been taken within the last four years by all employees who operate carts.
- The departments carts are routinely inspected and maintained.
- A cart needing maintenance is tagged properly with “Out of Service”.
- Any accidents or injury involving a cart or theft are reported to University Police; Call 911 on a campus phone or 559-278-8400 on a cell phone in case of an emergency.
- Within 48 hours of occurrence, all accidents are reported to your campus Risk Management Services using Standard Forms 270. This form is available at:
<http://www.dgs.ca.gov/ofam/forms.aspx>
- The driving habits of their employees are monitored.

Employee Driver Responsibilities

- Successful completion of the University Driving Authorization Process.
- Successful completion of initial and refresher Defensive Driving & Powered Cart Safety Program training.
- Maintain a valid United States Driver's License.
- Immediately report any accident and / or injury involving a cart to your immediate supervisor **NO MATTER HOW MINOR THE ACCIDENT OR INJURY APPEARS.**
- Immediately report ALL cart maintenance problems to your direct supervisor.
- Ensure all passengers comply with ALL safety rules and procedures.
- When a cart is not operating properly, post a "OUT OF SERVICE" sign until it has been inspected and / or repaired and the cart is in a safe operating condition.
- Review the owner's manual for technical specifications and vehicle characteristics.

Pre-Trip Safety Inspection



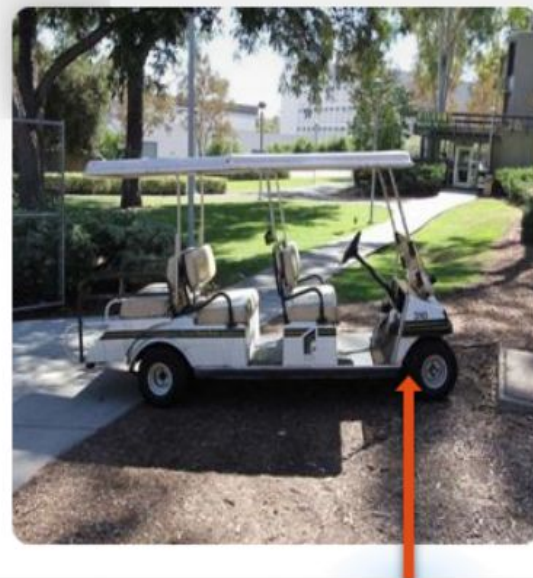
- Before operating the vehicle, perform a pre-trip safety inspection.
- If any of the tested items are not functioning properly, take the cart out of service until repaired.
- Consult your cart owner's manual if unsure about the functionality and / or capabilities of your vehicle.

LIGHTS



Check all lights (if equipped) and make sure they are working properly, especially before driving at night.

TIRES



Check all tires for proper air pressure. Use an air pressure gauge if unsure.

Accelerator Pedal and Brake Pedal



Check the accelerator pedal, and look for a smooth and non-binding motion.

Test brakes for proper operation.

If any of these items are not functioning properly, take the cart out of service until repairs are completed.

CART BASICS



Rules of the Road

Authorized Drivers

- Only university authorized drivers and those trained in the safe operation of carts are allowed to operate the powered cart.
- Cart safety training must be taken by all employees prior to operating a powered cart and every four years thereafter.

Seatbelts and Number of Passengers

- Seatbelts must be worn by all vehicle occupants at all times (if equipped). If seatbelts are not available, occupants must remain seated and hold on to the safety handle while the powered cart is in motion.
- The maximum number of passengers allowed in the powered cart is equal to the number of seatbelts or seats in the vehicle.
- All passengers must be in a seat while the powered cart is moving. **NO EXCEPTIONS.**

Cart Safety

- Operators and passengers must keep their arms and legs inside the powered cart at all times.
- Passengers should never jump on or off a moving cart.

Observing Traffic Laws

- You must be familiar with the speed limit in any given area.
- Traffic laws must be observed at all times.
- Citations will be issued for violations of traffic laws.

Materials and Equipment

All materials and equipment must be properly secured before operating the powered cart. This prevents items from shifting or falling off while the cart is in motion.

Cart Subject to Tipping

Be very careful while making turns and driving on uneven surfaces as powered carts are subject to tipping over. Make sure to drive slowly on turns, and straight up and down slopes.

Charging a Powered Cart

While charging powered carts, wind up the power cord so that it is out of the operator's way. A three-pronged electrical cord should be used to charge the carts.

Pre-Driving Instructions

Make sure that:

- The key is turned to the "Full-On" position before releasing the brake pedal.
- The powered cart is engaged in the direction you intend to travel (i.e., forward / reverse switch).
- Your foot is firmly on the brake pedal prior to releasing the parking brake.

Lights

- Drive with lights on at dusk, dawn, night, and heavy fog.
- If taillights or directional lights have failed, make sure to use hand signals for turning and stopping.

While Driving

Make sure to:

- Drive on cement or asphalt areas as much as possible.
- Come to a complete stop before changing directions from forward to reverse.

Turns and Backing Up

When making turns:

- Practice caution and good judgment.
- Be careful when rounding blind corners and backing up.

Pedestrians

- Pedestrians have the right-of-way at all times.
- Allow a safe distance between the cart and pedestrians when passing.

Accidents and Mechanical Problems

Make sure to:

- Report all accidents, injuries, or violations to University Police.
- Report all mechanical problems to your campus auto repair personnel.

Post-Operation

- Make sure to remove the key from the ignition and set the parking brake when stepping away from the cart.
- Do not park on grass unless it is absolutely essential.
- Parking is prohibited in the following areas:
 - Red zones.
 - Disabled access spaces.
 - Near building entrances and exits, especially fire exits.

Do's and Don'ts of Safe Cart Operation

While operating a Powered Cart:

- Do not drive while using headphones, cell phones, radios, etc/
- NEVER leave a child unattended in a cart.
- Do not cut corners. Cutting corners can lead to a roll-over. It also damages property (e.g., breaks sprinklers, ruins grass, and damages shrubbery).
- Do not make abrupt directional changes.
- Do not drift or skid in the cart at any time.
- Do not drive carts while under the influence of alcohol.
- Do not use the accelerator to hold the cart on an incline.
- Do not play or “rough house” on carts.
- Do not yell or scream while operating a cart.
- Carts shall not be operated at night without properly working head and tail lights.
- Carts shall not be driven on lawns at any time.
- Carts shall not be driven off campus unless they have been registered with the California Department of Motor Vehicles.

Reporting Accidents

Reporting Accidents

Remember, "Fact Finding, Not Blame Placing". We want to find the solution to the problem!

Remember that DGS Form 270 "State Vehicle Accident Report" must be completed and submitted to DGS within 48 hours of occurrence. Follow your campus policy regarding submission of this and other required forms.

<http://www.dgs.ca.gov/ofam/forms.aspx>

Your Supervisor

Report an accident to your supervisor as soon as possible.

Appropriate Campus Office

Report an accident to the appropriate campus office if there has been any minor or major injuries. Fill out associated paperwork for reporting the injury or illness related to your position on campus, for example, student, state or auxiliary

University Police

Report all cart accidents and observed cart violations to University Police or call 911 on a campus phone in case of an emergency.

Provide University Police with:

- The cart identification number
- The location of the accident / violation
- The type of accident / violation
- Date
- Approximate time the accident / violation was observed.

Follow - Up Investigation

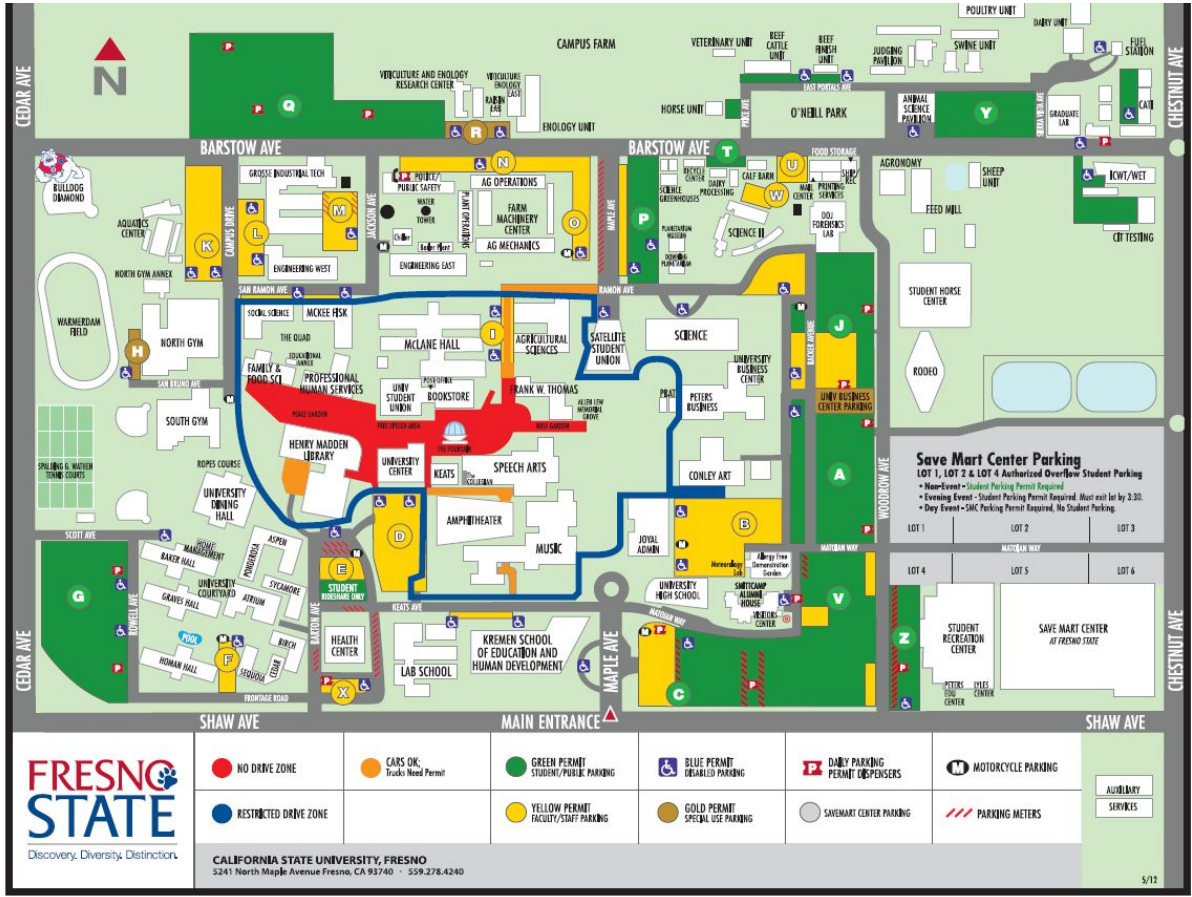
- Your Environmental Health & Safety or Risk Management Office will be notified by University Police in the case of an accident.
- A subsequent investigation may take place to identify the root cause and assist in eliminating similar accidents from occurring in the future.
- Non-street legal (read: no license plate) powered carts are not allowed to cross or drive on City-controlled streets. This includes Cedar, Shaw and Chestnut Avenues.
- Wheels Off / Walk Your Wheels Areas apply to all wheeled devices/vehicles except for those expressly allowed by the Americans with Disabilities Act (ADA).
- Wheels Off / Walk Your Wheels Areas include, but are not limited to: breezeways at McLane Hall, Peters Business and Ag Science as well as the outside area between the University Center (UC) and University Student Union (USU).

Restricted Driving Zones

- The **RESTRICTED DRIVE ZONE** has been identified as high traffic for pedestrians and there should be limited use during 7:30 a.m. - 5:30 p.m. Monday - Friday. Vehicles driving in the **RESTRICTED DRIVE ZONE** must have a permit which is issued by University Police.
- Vehicles entering the **RESTRICTED DRIVE ZONE** must take routes both into and out of the zone that cause minimal intrusion. To do this, drivers must follow the 90-degree rule. This rule requires drivers to enter and exit from the nearest entry/exit point that is 90-degrees from their destination, or as close to that as possible.
- The **NO DRIVE ZONE** has been identified as the most frequently used route for pedestrians. The only vehicles authorized in the **NO DRIVE ZONE** are emergency vehicles and those transporting persons with disabilities.

More information for the driving zones can be found on our website:

<http://fresnostate.edu/adminserv/police/traffic/flow/sidewalks.html>



NO DRIVE ZONE	CARS OK, Trucks Need Permit	GREEN PERMIT STUDENT/PUBLIC PARKING	BLUE PERMIT DISABLED PARKING	DAILY PARKING PERMIT DISPENSERS	MOTORCYCLE PARKING
RESTRICTED DRIVE ZONE		YELLOW PERMIT FACULTY/STAFF PARKING	GOLD PERMIT SPECIAL USE PARKING	SAVE MART CENTER PARKING	PARKING METERS

AUXILIARY SERVICES

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