California State University Bakersfield

SAFETY GUIDELINES OPERATION OF POWERED CARTS

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 training prior to operation; and
3) Ensure that each cart is mechanically safe to operate.

Authorized Drivers must:
- possess a valid California driver’s license;
- attend a State defensive driving course;
- complete the attached CSUB powered cart safety training; and
- maintain a good driving record.

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

Cart Safety Rules
- All passengers must ride in designated seats only. No passengers may ride on the bed, sides or exterior of a cart.
- Operators and passengers must keep arms and legs inside the cart while in motion.
- Doors, if provided, must be closed while the cart is in motion.
- Secure materials and equipment, so that they do not fall off or protrude from the sides.
- Use slow speeds and extreme caution at all times.
- Pedestrians have the right-of-way. Assume that they do not see you.
- Drive on campus streets or designated cart paths whenever possible. On sidewalks, reduce speed to that of pedestrian traffic.
- Do not drive or park on lawns.
- Observe all traffic laws, violators will be cited.
- Do not operate a cart at night or in the fog without properly working headlights.
- Safety belts must be used when provided.

Powered Cart Maintenance
- Report all defects to your supervisor immediately.
- Do not operate a cart that is not properly equipped or that is defective.
- All carts must receive an annual safety inspection at the Facilities Management shop.
- A written summary of inspection results will be kept in department files.
Prior to allowing a driver to operate a powered cart on their own, the driver must be instructed in the following.

1. **Loading Operations**
   - Safe loading of equipment to avoid a high center of gravity
   - Equipment tie down demonstration
   - Load capacity limitations

2. **Battery Charging & Routine Inspection**
   - Maximum battery charging time
   - Battery connection procedures demonstrated
   - Proper inflation of tires
   - Daily inspection of accelerator, brake pedal, lights and signal operation

3. **Operation of Controls**
   - Lights, turn signals, and horn located and tested, if so equipped
   - Emergency brake located and engaged
   - Accelerator and brake pedal identified
   - Forward-reverse switch located and its operation demonstrated

4. **Equipment and Driving Demonstration During Vehicle Operation**
   - Turn signals or hand signals
   - Brakes
   - Steering
   - Emergency brakes
   - Forward/reverse switching
   - Forward Turns
   - Reverse Turns
   - Backing

5. **Driving on Campus**
   - Identify designated cart routes and prohibited areas
   - Identify authorized parking areas
   - Observation of speed limits
   - Accident reporting procedures

5. **Driver Provided**
   - Copy of the CSUB Safety Guidelines for Powered Cart Operation

I have received training and understand the information listed above. I understand that it is my responsibility to drive safely and to obey all traffic laws.

Operator Print Name_________________________ Department_________________________

Operators Signature____________________________  Date________________________

Supervisor Signature____________________________  Date________________________

Please send a copy of the completed training record to the Safety and Risk Management Office.