

CALIFORNIA STATE UNIVERSITY BAKERSFIELD

POWERED CART OPERATOR TRAINING

11/01

Prior to allowing a driver to operate a powered cart on their own, the driver must be instructed in the following. Place a check mark next to each topic covered. Please send a copy of the completed training record to the Safety and Risk Management Office.

- 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 ()

- 6. **Driver Provided a 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 _____