



California State University, Fresno SAFETY GUIDELINES 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 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 Department of Risk Management and Sustainability, and:

- Possess a valid California Drivers License;
- Attend a defensive driving course;
- Maintain a good driving record (less than 2 DMV points in the past 4 years).

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:

Pre-trip inspection: immediately report all defects

- Check accelerator pedal for smooth operation
- Check lights, 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.
- All passengers must be in seats designed for such use. No passengers in truck 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.
- Door must be closed while the cart is in motion, if 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.
- Whenever possible drive on campus streets. On sidewalks, reduce speed to that of pedestrian traffic. Carts should never be taken off campus.
- Do not drive or park in hallways (any place where a door opens into a corridor), on lawns, or in the Free Speech area (this is between the USU and University Center).
- Do not drive while using or wearing devices that impede hearing, e.g., stereo headsets, iPods, earplugs, cell phones, etc. (*the new state cell phone 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.

Do not attempt any hazardous activity without training and department authorization. Report equipment defects immediately. Caution and planning improve the safety of any operation.