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.

**Caution and planning improve the safety of any operation.**

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Do not attempt any hazardous activity without training and department authorization. Report equipment defects immediately.