**UTILITY CART SAFETY PROGRAM**

**Prepared for:**

**(INSERT YOUR AGENCY HERE)**

Reviewed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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# PURPOSE

This program establishes guidelines for the operation of electric, propane, or gasoline-powered cart, utility carts, golf carts, and similar type utility vehicles (hereafter “carts”) on **INSERT AGENCY'S NAME** properties, including traveling to and from locations that are separated by property owned by others. This program establishes safety procedures and practices to promote safe operations and provide for the safety of our employees and all users of our facilities.

The purpose of this program is to define who may operate a cart, the required training for cart drivers and when carts may be used, which includes, but may not be limited to the following situations:

* Courtesy transportation for staff, visitors, and persons with physical disabilities.
* General transportation on **INSERT AGENCY'S NAME** properties.
* Receiving deliveries and transporting items long distances that are too large/bulky to be carried by hand.
* Providing access to areas where a road-licensed/use vehicle may have difficulty navigating or where such a vehicle would detrimentally affect landscaping.

# GENERAL PROCEDURES

All users and carts used on **INSERT AGENCY'S NAME** properties are governed by this program. All cart drivers and must meet the following criteria before operating a cart:

* Possess a valid State of New Jersey driver’s license and be at least 18 years of age.
* Complete the Authorize Operator Training course given in Appendix A

All drivers must notify the management of suspended or revoked driver’s licenses immediately. Driving privileges for all utility vehicles, including carts, will be suspended until proof of reinstatement is provided to the department head. Operators of utility vehicles may also be subject to the **INSERT AGENCY'S NAME**

Non-CDL Drug and Alcohol Policy.

Carts are not allowed on sidewalks except in extraordinary circumstances, such as grounds-keeping, maintenance activities, or other operations involving the transport of heavy or bulky loads (e.g., packages, trees, and plant materials, equipment, etc.), with the knowledge and approval of appropriate supervision.

Deliveries/maintenance will be performed utilizing the exterior access roads and parking lots, and from there utilize hand-carrying, roll carts, dollies, etc. In those instances, sidewalk utilization will be minimized and grassed areas shall be used as much as possible. The driver may leave the roadway, cross the sidewalk the most direct way, go on the grass directly to the building or work area, and park as close to the building entrance or work area as the grass will allow.

Carts will undergo a semi-annual preventive maintenance check, including safety equipment, to be conducted by **INSERT RESPONSIBLE DEPARTMENT**.

# APPLICABLE STATE LAW AND ORDINANCES

State law prohibits the operation of utility carts on public roads or streets unless that use is allowed and the roadway has been so designated by the appropriate local authority (county or municipality). State law also requires utility carts to be equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror, and red reflectorized warning devices in both the front and rear. If operated during the hours of darkness between sunset and sunrise, the cart must be equipped with headlights, brake lights, turn signals, and a windshield.

In addition to the equipment specified by State law, all utility carts used at **INSERT AGENCY’S NAME** are subject to the following safety equipment/design requirements:

* Have an ignition / on-off key to prevent unauthorized use.
* Have a parking brake with adequate strength to hold the cart at least a 15-degree angle.
* Have an audible (at least 80 decibels at 10 feet) back-up alarm when placed in reverse.
* All equipment must be in good working order.

If seatbelts are provided, they shall be used. The operator may not move the cart until all occupants are properly wearing a seatbelt.

# DRIVER RULES SAFETY

Never operate the cart under the influence of alcohol or drugs that may impair your driving ability. If you are taking prescribed pain medication that makes you drowsy or if you are impaired in any way, tell your supervisor and do not drive the cart.

Carts shall be operated with the utmost courtesy, care, and consideration for the safety and convenience of other vehicles and pedestrians. In congested pedestrian areas, operators must either park or reduce speed and proceed at a pace consistent with that of pedestrians. **Pedestrians shall be afforded the right-of-way at all times.** This includes persons walking, jogging, and bicycling or those in wheelchairs or mobility assistance devices.

Carts shall be operated per the operating manual and with the following specific rules:

1. Perform an inspection of lighting, brakes, steering, horn, back-up alarm and tire inflation at the beginning of a shift, before use of the cart. If any piece of safety equipment is not operating properly, do not operate the cart. Report the problem to the supervisor of the department to which the cart is registered. Safety or maintenance concerns identified during use shall be immediately brought to the attention of a supervisor. The supervisor will remove the cart from service until evaluated and repaired as necessary to return the cart to a safe condition.

2. Carts shall not be driven inside / through buildings.

3. All occupants in the vehicle shall be seated in a designated seat, wearing a seatbelt if provided, and shall keep hands, arms, legs, and feet within the confines of the cart before moving vehicle and when a vehicle is in motion.

4. The maximum speed is 15 mph, under ideal conditions. The driver is responsible to match the speed of the vehicle to conditions.

5. Always check behind the vehicle before backing up. (Do not rely on mirrors or memory). Back up slowly.

6. Slow down and use extreme caution

* During turns and when approaching intersections and blind corners.
* In parking lots, on main roadways, and crowded areas.
* On slippery or uneven/rough surfaces, dips/gullies, and sloped surfaces.
* Warn passengers of approaching turns, stops, and other maneuvers.

7. Carts should operate and park only on hard surfaces unless the cart is specifically designed for all-terrain use.

8. Except for use of two-way radios by personnel, drivers may not wear headphones, use cell phones, or use / operate any other device that may cause a distraction.

9. Items being transported in utility carts will be placed in the rear box and properly secured. Never exceed the maximum load capacity recommended by the manufacturer

10. Carts shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.

11. Drivers of carts that are not equipped with turn indicators shall use appropriate hand signals.

All accidents involving carts shall be reported immediately to the supervisor of the department. An Accident/Incident Report must be completed by the supervisor, regardless of whether property or personal injury occurred.

When parking, always engage the parking brake and remove the ignition key when leaving the cart. Carts will not be parked:

* In fire lanes.
* In handicap parking spaces (unless a proper permit is acquired).
* In any manner that would block the normal flow of pedestrian or vehicular traffic.
* On sidewalks or ramps that would impede pedestrian or handicap accessibility.

Any failure to adhere to this program, including failing to follow all motor vehicle laws and safe driving practices, may result in appropriate disciplinary action and /or suspension/revocation of the cart driver’s privilege.

# CONTRACTORS AND VENDORS

Contractors and vendors shall not be permitted to use a cart owned by **INSERT AGENCY’S NAME** property.

# PROGRAM REVIEW

This program will be reviewed by **INSERT AGENCY’S NAME** annually.

# APPENDIX A: AUTHORIZED UTILITY CART OPERATOR TRAINING

Driver Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Utility Cart: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Candidate has a valid driver’s license and satisfactory Motor Vehicle Record.
* Candidate has completed the classroom Authorized Utility Cart Training session.

I have been provided an opportunity to review the Owner’s Manual and the **INSERT AGENCY’S NAME** policies and procedures for the above vehicle. I have also been provided an opportunity to ask questions on the material presented.

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Quiz: True or False**

1. It is permissible to modify a utility vehicle if you can justify the modification to management. True or False
2. It is permissible to drive across slopes up to 30 degrees. True or False
3. The “danger” warning label denotes a higher hazard from a “warning” warning label. True or False
4. When charging a lead-acid battery, the flammable hydrogen is emitted, even under normal conditions. True or False
5. Part-time/Seasonal workers may refill the water level of a battery after being shown how. True or False
6. Every time a driver enters the utility vehicle, it is their responsibility to check all 4 sides of the vehicles for obstructions, pedestrians, and other hazards. True or False
7. The shorter and narrower wheelbase of utility vehicles gives them a higher degree of stability in turns than passenger vehicles. True or False
8. You should anticipate turns and brake to slow the vehicle before starting to make the turn. True or False
9. You should reduce the speed of the vehicle on wet grass, loose gravel, and around pedestrians. True or False
10. In a utility vehicle rollover, you should hold onto the vehicle and brace yourself. True or False

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| --- | --- | --- | --- |
| Skill | Practice Session #1  (Instructor Initials) | Practice Session #2  (Instructor Initials) | Proficiency Demonstrated  (Instructor Initials) |
| The candidate shall approach the utility cart and call out the conditions of the cart being observed. The list shall include at a minimum: tires, the brake is engaged, and all 4 sides are clear of obstructions and pedestrians. | Satisfactory?  Yes or No  If no, please detail: | Satisfactory?  Yes or No  If no, please detail: | Satisfactory?  Yes or No  If no, please detail: |
| The candidate shall start cart:   1. Apply service brake 2. Turn key to ON 3. Select the direction of travel 4. Release parking brake 5. Slowly depress the accelerator to start the motor 6. Move forward and test brakes | Satisfactory?  Yes or No  If no, please detail: | Satisfactory?  Yes or No  If no, please detail: | Satisfactory?  Yes or No  If no, please detail: |
| The candidate shall perform the following tasks:   1. Drive forward at a safe speed 2. Drive-in reverse for at least 50 ft. and make at least 1 maneuver 3. Make at least 5 right turns at a safe speed 4. Make at least 5 left turns at a safe speed 5. Come to a controlled stop 6. Back into a parking spot | Satisfactory?  Yes or No  If no, please detail: | Satisfactory?  Yes or No  If no, please detail: | Satisfactory?  Yes or No  If no, please detail: |