CALIFORNIA STATE UNIVERSITY, FULLERTON

Environmental Health & Instructional Safety

Small Cart Operating Procedures

The following rules pertain to both electric and gasoline operated small carts.

1. Only drivers authorized by the University and trained in the safe operation of small carts shall be permitted to operate such vehicles.

2. All new cart operators must receive training before they are allowed to operate a small cart.

3. Stunt driving and horseplay are prohibited.

4. No passengers will be permitted on carts unless provided with adequate seating. No one is permitted to ride on the running boards, fenders or any part of the cart except on the seats.

5. Use seatbelts for operator and passenger if the cart is so equipped.

6. Operators or passengers shall not jump on or off carts in motion.

7. Carts should be driven on University streets whenever possible. In the event a sidewalk must be used, speed should be no faster than the average pedestrian. Allow pedestrians the right of way.

8. Unlicensed carts may not be driven outside the campus boundaries.

9. Carts shall not exceed 20 mph on all campus roadways.

10. Operators shall be familiar with and observe all established traffic laws. Citations will be issued for violation of traffic and speed laws.

11. Materials and equipment shall be loaded so they will not cause a hazard by shifting or falling off.

12. Do not exceed the maximum load capacity of the cart.

13. Top heavy equipment is especially dangerous and should be secured near the center of the cart to avoid tipping. Be extremely careful during turning maneuvers. Carts are particularly subject to tipping on uneven athletic fields and curbing.

14. No cart shall be operated at night without properly working headlights and taillights.

15 Do Not
   - Allow your passengers to hang feet, legs or arms out of the carts.
   - Drive with more people than the cart is designed to carry.
   - Drive or park on grassy areas unless an emergency.
   - Operate carts off university property.
   - Park carts in areas that would obstruct the means of egress from the buildings.
   - Play or rough house on carts.

CALIFORNIA STATE UNIVERSITY, FULLERTON
Environmental Health & Instructional Safety

CART OPERATOR TRAINING

Prior to allowing a new cart driver to operate the vehicle on their own, the driver must be instructed in the following:

1. **Loading Operations**
   - Equipment safely loaded to avoid a high center of gravity ( )
   - Equipment tie down demonstration ( )
2. **Battery Charging**
   - Maximum charge time ( )
   - Connection procedures demonstrated ( )
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. **Demonstrate the following equipment and driving maneuvers.**
   - Turn signals or hand signals ( )
   - Brakes ( )
   - Steering ( )
   - Emergency brakes ( )
   - Forward/reverse switching ( )
   - Forward Turns ( )
   - Reverse Turns ( )
   - Backing ( )
5. **Driving on Campus**
   - Drive on campus roads. ( )
   - Locate all authorized parking areas ( )
   - Speed limits observed ( )
6. **Driver receives copy of operator guidelines.** ( )

I have received training and am checked out in all the areas listed above. I understand that it is my responsibility to drive safety and obey all traffic laws.

Operator's Printed Name_____ **Department**_____

Operator's Signature_____ **Date**_____

Supervisor's Signature_____ **Date**_____

SIGN AND RETURN A COPY OF THIS PAGE TO EHIS, T1475

4/17/07