

Utility Cart Safety Program

1. Introduction

The effective date of this program is _____.

This program provides guidelines for the operation of [select appropriate power source] electric, propane or gasoline-powered carts, utility carts and similar type utility vehicles (hereafter “carts”) on [insert municipality or agency or location 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.

2. Purpose & Scope

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 _____ 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

3. General Procedures

All users and all carts used on _____ properties are governed by this program. All cart drivers must meet the following criteria before operating a cart:

- Possess a valid State of NJ driver’s license and be at least 18 years of age.
- Successfully complete the Authorized Operator Training course given in Appendix A.

All drivers must notify 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 Agency’s “Drug and Alcohol Free Workplace,” 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 the _____ Department.

4. Applicable State Laws and Ordinances and Equipment Requirements

State law prohibits 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 _____ 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.

5. Driver Rules of 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 in accordance with 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 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 vehicle is in motion.
4. 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
 - during bad weather conditions
 - 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 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 privileges.

Appendix A
_____ **Department**
Authorized Utility Vehicle Operator Training

Driver Candidate: _____ Vehicle: _____

- Candidate has a valid driver's license and satisfactory Motor Vehicle Record..
- Candidate has completed the classroom Authorized Utility Vehicle Operator Training session.

I have been provided an opportunity to review the Owners' Manual and the _____ Department policies and procedures for the above vehicle. I have also been provided an opportunity to ask questions on the material presented.

Signature: _____ Date: _____

Quiz

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

SKILLS PRACTICE RECORD & DEMONSTRATION OF PROFICIENCY

SKILL	Practice Session #1 (Instructor Initials)	Practice Session #2 (Instructor Initials)	Proficiency demonstrated (Instructor Initials)
Candidate shall approach the utility vehicle and call out the conditions of the vehicle being observed. The list shall include at a minimum: tires, brake is engaged, and all 4 sides are clear of obstructions and pedestrians.	Satisfactory? Yes No If no, please detail:	Satisfactory? Yes No If no, please detail:	Satisfactory? Yes No If no, please detail:
Candidate shall start vehicle: <ol style="list-style-type: none"> 1. Apply service brake 2. Turn key to ON 3. Select direction of travel 4. Release parking brake 5. Slowly depress accelerator to start motor 6. Move forward and test brakes 	Satisfactory? Yes No If no, please detail:	Satisfactory? Yes No If no, please detail:	Satisfactory? Yes No If no, please detail:
Candidate shall perform the following tasks: <ol style="list-style-type: none"> 1. Drive forward at 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 safe speed 4. Make at least 5 left turns at safe speed 5. Come to controlled stop 6. Back into a parking spot 	Satisfactory? Yes No If no, please detail:	Satisfactory? Yes No If no, please detail:	Satisfactory? Yes No If no, please detail:
Candidate shall plug / unplug the vehicle's battery charger	Satisfactory? Yes No	Satisfactory? Yes No	Satisfactory? Yes No