



## **SECTION 25 - MOTORIZED CART SAFETY**

**25.1 Operator Guidelines**

**25.2 Motorized Cart Inventory List**

**25.3 Vehicle Inspection Checklist (optional)**

**25.4 Motorized Cart Safety Acknowledgement Form**

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## **25.1 OPERATOR GUIDELINES**

### **A. Objective**

To establish guidelines for the safe operation and maintenance of College owned motorized carts to reduce the potential for user injury and equipment damage.

### **B. Scope**

These guidelines shall apply to all Harper College authorized drivers who, as part of any job task, operate a College owned, rented or leased motorized cart designed to transport employees and/or equipment throughout the campus. These guidelines do not apply to any fork trucks, internal combustion cars or trucks, farm vehicles, or vehicles intended primarily for earth moving or over the road hauling.

### **C. References**

Department of Labor, Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations 1910, Texas State University- San Marcos Golf Cart/Utility Vehicle Policy, California State University- Fullerton Small Cart Program, Dickinson College Small Utility Vehicle Safety Policy and University of Missouri Guidelines for Safe Operation of Golf Carts/ Utility Vehicles.

### **D. Definitions**

Throughout these guidelines, the use of the terms “motorized cart” or “cart” shall refer to any golf carts, utility carts, Gators, John Deere, or any other vehicles defined under section B-Scope of this chapter.

The use of “authorized driver” is any employee, contract personnel and/or student that possess a valid driver’s license and is trained and authorized by their supervisor to operate a motorized cart.

### **E. Procedure**

An authorized driver who operates a motorized cart to assist them during the performance of any work assignment or task will comply with the guidelines set forth in this document. Authorized drivers are required to review these guidelines and sign a statement acknowledging their understanding and awareness of the Colleges safety regulations and expectations.

### **F. Training**

No person shall operate a motorized cart until they have been trained and certified in its proper operation. Training shall consist of the authorized driver reviewing and understanding these guidelines and completing the Motorized Cart Safety Acknowledgement Form, located at the end of this section, certifying they have completed these obligations. Proper documentation of this training must be provided by and maintained by the authorized driver’s supervisor.

### **G. Driver Qualification**

All authorized drivers must be in possession of a valid driver’s license from their state of residency in order to operate any College owned or leased motorized carts.

Proof of license must be provided and recorded by each authorized driver’s department supervisor before operation of any motorized cart. Records must be kept by each department supervisor and shall be valid for one (1) year.



## **H. Authorized Drivers Responsibilities**

- No horseplay, goofing off, stunt driving, or dangerous maneuvers of any type will be tolerated.
- Motorized carts will only be operated within Harper College property.
- Motorized carts will be operated at speeds no greater than 10 MPH, or as safety concerns demand. Drivers should always consider the terrain, weather conditions, pedestrian and vehicular traffic in the area, and any other conditions that may affect the ability to operate the cart safely.
- Drivers will have a valid Driver's License issued from the state where they reside. Authorized users shall notify their supervisor if their driving status has changed.
- Drivers will stop at all "blind intersections", and then proceed with caution.
- Motorized carts are to be driven on improved, or paved, surfaces unless a landscaped area is the only available way to access a specific area where work is to be performed. If a cart must be driven on a landscaped area in order to allow for pedestrian right-of-way, the cart should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear.
- Carts may drive on grass areas surrounding the athletic fields but should avoid the playing field and areas that are soft to prevent damage to irrigation systems.
- Motorized cart traffic should not impede or interfere with normal pedestrian flow on sidewalks, ramps, or roadways.
- Motorized carts are to be driven on service drives and roadways whenever possible, rather than pedestrian sidewalks.
- Pedestrians will have the right-of-way, at all times.
- Authorized drivers will not park carts in the following locations:
  - Fire Lanes
  - Handicap parking lanes
  - Reserved parking locations
  - Within 20 feet of the main entrance/exit of any building in any manner that would impede the flow of pedestrian traffic
  - In any location that would impede handicap accessibility
- Authorized drivers will not operate carts while wearing sound impeding devices such as stereo headsets, ear plugs, etc.
- Use of cellular phones while driving is prohibited. This includes any talking, texting, picture taking, etc.
- All passengers must be seated while cart is in operation. No persons are permitted to stand, lean, or hang body parts outside of the cart.
- No person, other than an injured athlete, is permitted to ride in the bed of a cart.
- Authorized drivers should ensure that all loads are properly secured prior to departure.
- Authorized drivers are required to report ALL incidents and injuries that occur as a result of operating a cart.

NOTE: Authorized drivers that are witnessed violating these operating responsibilities may be suspended of any and all operating privileges.

## **I. Supervisor Responsibilities**

- Supervisors will ensure that all authorized drivers who operate a cart have been properly trained with the use of this policy.
- Supervisors are responsible for collecting and retaining a signed copy of this policy stating that authorized drivers have read and understood these requirements and guidelines upon use of a motorized cart.
- Supervisors will make certain that all authorized drivers operating a cart are in possession of a valid driver's license.
- Supervisors will ensure that no one under the age of 18 is permitted to operate a motorized cart on Harper's campus.



- Supervisors shall ensure that all carts are kept in safe working condition and will send carts to be repaired as soon as a problem is discovered.
- Supervisors are ultimately responsible for the safe driving habits of the authorized driver. Whenever an authorized driver is noticed or reported to be operating a cart in an unsafe manner, supervisors are required to take proper disciplinary actions, which may include a re-review and signing of this procedure, up to suspension of driving privileges.
- Supervisors should record, document and report all incidents to all the proper departments.

#### **J. Accident Reporting/ Investigating**

Drivers must report all accidents, regardless of the damage, to their Supervisor. Accidents which result in damage to property or cause a bodily injury should be reported to the Manager, Environmental Health and Safety, Sara Gibson x6923, following the procedures laid out in Section 5: Incident / Injury Management of the Environmental Health and Safety Manual.

#### CALL 911 IN THE EVENT OF ANY LIFE-THREATENING INJURY.

For other, non-life-threatening injuries, the following steps should be followed:

- Notify the proper supervisor.
- Proceed to Northwest Community Healthcare (NCH) Outpatient Care Center in Building M for treatment. If you cannot make it on your own, have another person assist you in getting to NCH.
- If the incident was due to a work-related event, make sure your supervisor completes an Incident/Injury Report and send it to the Manager of Environmental Health and Safety with a copy sent to Human Resources.
- If NCH is closed, then proceed to one of the following locations for treatment:
  - NCH Schaumburg Treatment Center, 519 S. Roselle Rd. Schaumburg IL
    - Hours: Mon. to Fri. 7 a.m. to 10 p.m.
    - Weekends and Holidays: 8 a.m. to 6 p.m.
  - NCH Emergency Room, 800 W. Central Road, Arlington Heights
    - After Hours: 10 p.m. – 7 a.m.

#### **K. Maintenance**

Authorized drivers that operate any College owned or leased carts are required to notify their supervisors of any maintenance or repairs that are needed to a cart. It is the responsibility of the supervisor to ensure that all carts in need of repair are taken out of service and repaired in a timely manner. Carts may be sent to either the Facilities Management Auto Shop for repair or to the company in which they were purchased, rented or leased.

## **25.2 MOTORIZED CART INVENTORY LIST**

<b>VEHICLE NUMBER</b>	<b>DEPARTMENT RESPONSIBLE</b>	<b>VEHICLE TYPE</b>
01	Roads and Grounds	Gator- Bravo (6 wheel)
02	Roads and Grounds	Gator- Alpha (4 Wheels)
03	Shipping and Receiving	Gator- Charlie
04	Athletics	Delta (Duke Mobile)
05	Athletics	Gator- Echo
06	Utilities	Gator- Foxtrot
07	Athletics	M Building golf cart
08	Athletics	M Building Golf Cart
09	Athletics	M Building Golf Cart
10	Maintenance	Gator- Rental
11	Roads and Grounds	Gator- Rental
13	Maintenance	Gator- Rental
14	Maintenance	Gator- Rental
15	Roads and Grounds	Gator- Rental
17	Roads and Grounds	Gator- Rental
20	In Zone	Rental

## **25.3 VEHICLE INSPECTION CHECKLIST (optional)**

DRIVER:	DEPARTMENT:	DATE:
VEHICLE #:	MILEAGE/HOURS	SUPERVISOR:

Make note of all problems/repairs that are needed to the following locations:

	Yes	No	Comments
1. Mirrors are clean, clear, not damaged:	_____	_____	_____
2. Lights are operational:	_____	_____	_____
3. Engine oil level (if applicable):	_____	_____	_____
4. Fuel (if applicable):	_____	_____	_____
5. Charged battery:	_____	_____	_____
6. Belts and hoses in good condition:	_____	_____	_____
7. Breaks (foot and hand):	_____	_____	_____
8. Horn is operational:	_____	_____	_____
9. Tires in good condition:	_____	_____	_____
10. Clean inside and outside:	_____	_____	_____
11. Body condition inside and outside:	_____	_____	_____
12. Any other issues:	_____	_____	_____



**25.4 MOTORIZED CART SAFETY ACKNOWLEDGEMENT FORM**

I \_\_\_\_\_ (print name) have reviewed and understood a copy of Harper College's Motorized Cart Safety guidelines on \_\_\_\_\_ (date). I have received a copy of the document and agree to comply with all rules, guidelines, and obligations set forth. I am aware that by violating any of the provisions in this document, I may lose my ability to operate a motorized cart, and continued violation of these provisions may result in further disciplinary action.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Supervisor)

\_\_\_\_\_  
Date

Copy to be maintained by \_\_\_\_\_ department for one year. A new Acknowledgement Form should be completed each year.