Policy

It is the policy of California State University, Dominguez Hills (CSUDH), Risk Management/Environmental and Health and Occupational Safety Office (RM/EHOS) to establish a program whereby administrators and operators of small electrical or gasoline powered carts are provided with rules and regulations for safe operation of these carts.

Scope

The Small Cart Program affects all employees, and supervisors of those employees, who operate a small cart during any part of their job duties. Departments in which small carts are operated include but are not limited to the following:

- Administration
- Athletics
- Central Plant
- Facilities Planning and Construction Management
- Information Technology
- Parking and Transportation
- Physical Plant
- Procurement
- Receiving and Logistical Services
- Risk Management/EHOS
- Student Health Center
- Loker Student Union
- Telephone Services
- Television/Media Support Center
- University Housing Services
- University Police

Definitions

For the purpose of this program, a small cart is defined as a utility or transportation vehicle (licensed or unlicensed) used to transport personnel, students, on-campus mail, equipment, goods, or services throughout the CSUDH property. These vehicles may be either gas or electric powered. In the California Code of Regulations, these vehicles are considered powered industrial trucks.
Small Cart Program

Accountability

Risk Management/Environmental Health and Occupational Safety

- Develop, coordinate and administer procedures relating to the Small Cart Operators Program.
- Ensure departments using small carts comply with all provisions of the small cart program.
- Assist Physical Plant’s Auto Shop in tracking maintenance problems of small carts relating to their misuse or damaged caused by accidents.
- Annually review the Small Cart Program and implement changes as needed.

Supervisor

- Ensure employees complete the University’s online defensive driver training and small cart training prior to their use and every four (4) years thereafter.
- Ensure that carts are kept in safe operating condition and report maintenance issues to the Auto Shop as soon as a problem develops.
- Annually review the Rules for Safe Operation of Small Carts with employees.
- Monitor the safe driving habits of employees.
- Report all accidents by completing Standard Form 270 and Standard Form 274 if involved in an accident. Forward to the Director of Physical Plant and RM/EHOS.
- Incorporate this program into your department’s Injury and Illness Prevention Program.
- Maintain training documentation.

Cart Driver

- Maintain a valid driver’s license and a good driving record.
- Take Defensive Driver Training every four (4) years.
- Abide by all rules and regulations in this program.
- Allow only those authorized to ride in the carts.
Program

The following program is intended to assist you in training individuals on the safe operation of all four wheeled electric and gasoline powered carts used on campus.

Training

Training on small carts is required every four (4) years and can be conducted by the employee’s supervisor or Risk Management/Environmental Health and Occupational Safety. Training must include the following:

- Review of the Small Cart Operating Procedures.
- Review of the daily and weekly maintenance required of carts.
- Use the Cart Operator Training sheet to conduct a practical exercise with the new driver until they can satisfactorily operate the cart. The operator and the supervisor must sign the Cart Operators Training sheet and training documentation verifying they have been instructed on the above information.
- A copy of the Cart Operators Training Record should be sent to RM/EHOS and a copy kept by the department.
- Annually review the rules and regulations with the driver.

Daily Maintenance

The following should be checked prior to daily use and will be covered in the training:

- Windshields and windows shall be kept clear of anything that may obstruct the vision of the driver.
- Brakes shall be tested by the driver at the start of each day.
- The accelerator pedal shall be checked daily for smooth and non-binding movement (in neutral position).
- If so equipped, lights and other signaling devices shall be inspected daily.

General Maintenance by Physical Plant Auto Shop:

- Electrical Carts - Check all batteries and add water as needed. Keep battery tops free from dust and dirt.
- Gasoline Carts - Check oil level. (If a driver detects a gas vapors leak, it should be reported to the Physical Plant Auto Shop at extension 3999).
- Check tires for proper air pressure.

Any problems discovered during operation or in the course of routine maintenance should be immediately reported to the Auto Shop, ext. 3999.
Battery Charging of Electrical Carts

Safe battery charging will be covered in the training. Note: Batteries emit explosive gases. During normal operation the concentration of these gases is rarely sufficient to be considered dangerous unless flame or sparks occur in the battery compartment close to the vent holes in the battery caps. It is important that this not be allowed to occur at any time. During the charging process, emissions are greatly increased. Any area in which charging batteries are confined must be well ventilated, and flame, sparks, or lighted cigarettes must be kept out of the charging area and away from ventilator openings associated with the charging area. Battery connections must not be disturbed while batteries are being charged. The following are procedures for safe battery maintenance:

- Use caution when plugging in the cart to the charging system. Be aware of the correct charging time. Overcharging can cause damage to the batteries and drastically shorten the battery’s useful lifetime.
- Do not fill the batteries. The Auto Shop will service the batteries as needed. Batteries which require unusually frequent watering may indicate overcharging.
- Charge batteries in a well-ventilated area.
- Make no modifications to the battery or charger without Auto Shop approval.

If you have any problems with your carts, do not attempt to do the work yourself. Call the Auto Shop (ext. 3999) for assistance.
Small Cart Program

Operating Procedures

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

- Only drivers authorized by the University and trained in the safe operation of small carts shall be permitted to operate such vehicles.
- Only use the carts for University business and only permit those individuals authorized by the University to ride in those vehicles.
- All new cart operators must receive training before they are allowed to operate a small cart.
- Stunt driving and horseplay are prohibited.
- 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.
- Seatbelts for operator and passenger must be used if the cart is so equipped.
- Operators or passengers shall not jump on or off carts in motion.
- 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.
- Unlicensed carts may not be driven outside the campus boundaries.
- Carts shall not exceed 15 mph on all campus roadways.
- Operators shall be familiar with and observe all established traffic laws. Citations will be issued for violation of traffic and speed laws.
- Materials and equipment shall be loaded so they will not cause a hazard by shifting or falling off.
- Do not exceed the maximum load capacity of the cart.
- 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.
- No cart shall be operated at night without properly working headlights and taillights.
- Do Not:
  - Allow feet, legs and/or arms to hang out of the carts.
  - Drive with the door open or unsecured.
  - Operate a cart while talking on the phone or texting.
  - 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.
Cart Operator Training Record

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

<table>
<thead>
<tr>
<th>Training Topic</th>
<th>Date of Instruction</th>
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<tbody>
<tr>
<td><strong>Loading Operations</strong></td>
<td></td>
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<tr>
<td>• Equipment safely loaded to avoid a high center of gravity</td>
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<tr>
<td>• Equipment tie down demonstration</td>
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<tr>
<td><strong>Battery Charging</strong></td>
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<tr>
<td>• Maximum charge time</td>
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<tr>
<td>• Connection procedures demonstrated</td>
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<tr>
<td><strong>Operation of Controls</strong></td>
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<td>• Lights, turn signals, and horn located and tested, if so equipped</td>
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<td>• Emergency brake located and engaged.</td>
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<td>• Accelerator and brake pedal identified.</td>
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<td>• Forward-reverse switch located and its operation demonstrated.</td>
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<tr>
<td><strong>Demonstrate the following equipment and driving maneuvers.</strong></td>
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<tr>
<td>• Turn signals or hand signals</td>
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<td>• Brakes</td>
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<td>• Steering</td>
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<tr>
<td>• Emergency brakes</td>
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<tr>
<td>• Forward/reverse switching</td>
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<tr>
<td>• Forward Turns</td>
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<td>• Reverse Turns</td>
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<td>• Backing</td>
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<td><strong>Driving on Campus</strong></td>
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<tr>
<td>• Drive on campus roads.</td>
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<td>• Locate all authorized parking areas</td>
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<td>• Speed limits observed</td>
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<tr>
<td><strong>Driver receives copy of Small Cart Operator Program and Procedures</strong></td>
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<tr>
<td><strong>Driver completed Defensive Driver Training</strong></td>
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<tr>
<td><strong>Driver viewed Cart Safety Video:</strong> <a href="http://tinyurl.com/smallcart">http://tinyurl.com/smallcart</a></td>
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</tbody>
</table>

I have received training in the areas listed above. I understand that it is my responsibility to drive safely and obey all traffic laws. If I have any questions regarding cart safety, I will ask my supervisor.

Name (Please Print): __________________________  Department: __________________________

Signature: __________________________  Date __________________________

Supervisor’s Signature __________________________  Date __________________________

SEND A COPY OF THIS PAGE TO:
Risk Management/EHOS - Physical Plant – A058