Cart Use

Revised May 2010

As a member of the staff of the Office of Information Technology, your job may require you to drive one of our golf carts or flatbeds to deliver equipment, pick up equipment, or to travel to a customer's location for a service call. Use of the carts & flatbeds is a privilege, but with that privilege comes responsibility.

To ensure the safety of our staff and the campus community, The Office of Information Technology is implementing “Cart Usage – Policies & Procedures” as outlined here. Please sign and date the attached page verifying that you have read and understand these policies and agree to abide by them in the course of your job. A copy of the signed Policy statement will be placed in your employment file.

In the event of a cart or flatbed accident that occurs due to an employee's failure to follow safe driving practices, the employee must understand that they may be subject to disciplinary action as a result of their negligence. Paying attention to safety and following the guidelines outlined below will help prevent accidents and ensure the safety of our employees.

Carts & flatbeds must be checked in and out according to each department's individual procedure. Check with your supervisor.

Follow all general safety principles of driving any vehicle, i.e., do not cut corners, do not back up without looking behind you, stay to the right of the path, no sudden stops. Carts do not have seat belts.

Always:

• Yield to pedestrians and cyclists at all times.
• Always obey all traffic rules and regulations.
• Follow only designated paths on campus (cart map on reverse)
• Reduce speed to compensate for pedestrians, weather conditions and turns (NOTE: Cart vehicular speed should not exceed that of a pedestrian)
• Please keep arms and legs inside carts at all times while operating (except when using hand signals)
• Know your weight limits and what the cart was designed to do. A refurbished golf cart is designed to carry people, not heavy equipment.
• Carry your driver's license when driving – possession of a driver’s license is required to operate a cart or flatbed

Never:

• Carry more people than there are seats in the cart.
• Offer friends a ride on campus for fun or convenience
• Leave the vehicle running when you enter a building
• Leave the keys in the vehicle when you enter a building
• Leave cell phones or radios unsecured in the cart when you enter a building
• Park a cart in front of entrances; not only does this cause a fire hazard, it can block the path for people in wheelchairs.
• Park a cart in red zones, fire lanes, meters (without paying), reserved spots, handicap stalls, lawn and grass areas.
• Obstruct driveways, sidewalks, roadways, and handicap ramps.

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ACKNOWLEDGEMENT

As an employee of the Office of Information Technology, I certify that I have read and understand the Cart Usage – Policies & Procedures, which have been established for safety of employees and the campus, and agree to abide by them. I understand that my failure to follow these procedures while driving a cart or flatbed may result in disciplinary action.

PRINT NAME

DATE

SIGNATURE