

IUPUI
**OFFICE OF ENVIRONMENTAL
HEALTH & SAFETY**

INDIANA UNIVERSITY-PURDUE UNIVERSITY
Office of Finance and Administration
Indianapolis

Utility Cart Program

Purpose and Background

The purpose of the Utility Cart Program is to ensure that IUPUI employees are aware of the hazards that exist when operating a utility cart; to prevent injuries to pedestrians, operators and their passengers; and to prevent damage that may result from the improper use of the utility cart.

Scope

The utility cart program applies to all IUPUI employees and students who operate utility carts for work purposes. The program also includes service contract vendors who work on campus. Utility carts include golf carts, turf vehicles, Cushman carts, GEM cars and small rough terrain vehicles operated on approved streets. Approved streets are identified on the map in Appendix C.

Policy

The use of Utility Carts on the IUPUI campus is restricted to the requirements of this program.

Authority and Responsibility

Environmental Health and Safety (EHS) shall be responsible for:

1. Providing training regarding the safe use of utility carts;
2. Issuing Operator Certification Cards;
3. Maintaining training records of all operators;
4. Maintaining all cart registration; and
5. Reviewing the Utility Cart program annually.

Departments shall be responsible for:

1. Maintaining the carts in safe operating condition in accordance with the schedule in Appendix A of this document;
2. Ensuring that all employees who operate utility carts receive training prior to operating a utility cart;
3. Reviewing all operating guidelines and procedures annually with all cart operators;
4. Taking the appropriate disciplinary action against operators who fail to comply with the program; and
5. Registering each cart with EHS.

Utility Cart Operators shall be responsible for:

1. Possessing a valid driver's license;
2. Carrying an Operator Certification Card when operating a utility cart;
3. Operating the utility carts in a safe manner;
4. Reporting all accidents or near misses to your Supervisor;
5. Completing a daily inspection of the cart;
6. Completing an online utility cart training program; and
7. Obeying all State, City and IUPUI traffic and parking regulations.

Driver Eligibility

All IUPUI utility cart drivers must have a valid state (United States) driver's license in their possession and the IUPUI Driver Certification card to drive or operate an IUPUI owned or rented utility cart

Drivers who are using utility carts on campus for temporary events must have a valid state (United States) driver's license in their possession and adhere to the safe driving practices and training requirements contained in this document.

Safety Equipment

At a minimum, **ALL CARTS** must have a means to identify the cart owner, distinctive number, warning lights, and backup signal. IUPUI utility carts shall have the following accessories, as identified in 49 CFR 571.500, Standard 500; Low-speed vehicles, in functioning order when in use if being operated on any approved street. Carts that do not meet the requirements listed below may not be used on roadways and/or city streets as identified on the map in Appendix C.

- Rear view mirrors;
- Headlights;
- Horn;
- Wipers (if appropriate for the cart);
- Brakes;
- Audible backup signal;
- Warning lights on the front and rear of the vehicle or a top mounted flashing or rotation amber warning light
- Front and rear turn signals;
- Taillights;
- Reflectors;
- Brake/stop lights;
- A slow moving vehicle sign;
- A department ID and distinctive number

Utility carts that do not have all operating parts in functioning order shall not be used until repairs are made.

Carts being operated ½ hour before sunset through ½ hour after sunrise shall not be operated unless they are equipped with proper headlights and taillights. An amber flashing light must be connected to the electrical system on the cart and be on at all times the cart is in motion.

Utility Cart Identification

All utility carts shall display highly visible signage on both sides that provides a means to identify the cart owner. Each cart operated shall be clearly marked with a color that is visible against the background color with the department name displayed on the vehicle.

Procedures for Safe Operation of Utility Carts

The following procedures shall be followed when using utility carts;

Areas of Use

- Carts may only be operated on approved streets. The operation of carts on public roads is prohibited unless they meet the requirements of 49 CFR 571.500, Standard 500; Low-speed vehicles and are licensed by the State of Indiana. See Appendix B for a map of designated cart routes;
- Carts shall not be operated in parking lots unless it is necessary for business operations with the exception of Lot 83 to travel from Blackford to the IT Building and Lot 60 between Administration and Oral Health;
- Use reserved parking areas for carts that is located around campus. Do not park the utility cart in front of building entrances;
- Carts may not be driven through the gate equipment in the parking garages and pay lots with the exception of the Vermont Street Annex;
- Parking is not allowed on the campus lawns or in landscape bed and/or mulched areas; and

- Carts are not allowed to block exits, entrances, stairs, sidewalks, fire lanes, handicap ramps or fire hydrants.

Intersections and Crosswalks

- Bring the cart to a complete stop before proceeding through intersecting sidewalks when pedestrians are present; and
- Operators must obey all traffic signals at the intersections when crossing the street. Operators must look in all directions prior to crossing.

Pedestrians

- Utility cart operators must always yield to pedestrians;
- Operators must account for the fact that a pedestrian may not be able to hear or see the approaching utility cart;
- When necessary to pass pedestrians or other carts, passing must be done at a walking speed and with caution;
- Operators must reduce speeds to a walking speed when in heavy pedestrian traffic or stop the cart until the pedestrian area is cleared of foot traffic;
- Avoid high pedestrian traffic areas when possible; and
- Operators must never attempt to get pedestrians out of their way through intimidation.

Speed Limits

- Reduce speed and use extra care in inclement weather; and
- Carts shall be operated at a walking pace when pedestrians are present and shall be within the posted speed limit when on approved streets.

Operator and Passenger Safety

- All traffic signs and signals shall be obeyed at all times;
- The use of cell phones, pagers, and headsets are prohibited while the cart is in motion;
- No smoking or use of tobacco products is allowed in utility carts;
- Carts may only carry the number of passengers it has seats for. The bed of the cart is not meant for passengers;
- Operators and passengers shall keep arms, legs, and feet inside the cart when it is moving;
- If the cart is equipped with a seat belt, it must be worn when the cart is in motion; and
- Always remain seated when the cart is in motion.

Other Considerations

- Keys shall not be left in unattended carts;
- Do not exceed cart weight capacity;
- Loads shall **not** extend more than one foot from either side or the front of a utility cart. Loads that extend more than three feet from the rear of the cart must be flagged with a brightly colored material;
- Passengers must **NEVER** ride in the bed of a utility cart;
- The parking brake must be set when the cart is not in transit;
- While in parking lots, follow the flow of traffic;
- Avoid sudden stops or changes in direction which may result in loss of control;
- Amber warning lights shall be on at all times when the cart is in motion; and
- Towing is not allowed unless the cart has an approved cart trailer.

Carts for Temporary Use

Departments

Departments that use utility carts on campus for a temporary event shall comply with this program. Operators of the temporary carts shall sign a form (Appendix A) indicating that they have been informed of cart safety expectations and where carts can be used on campus (Appendix C). Operators of temporary carts are not required to carry an Operator Certification Card but must keep a copy of the signed form (Appendix A) with them when operating the utility cart on campus. Operators of temporary carts from IUPUI departments shall also complete the Utility Cart training before driving the carts.

Contractors and Vendors

Contractors or vendors that use utility carts on campus for a temporary event shall comply with the cart safety expectations and where carts can be used on campus (Appendix C). Contractors or vendors operating carts on campus for less than seven days are not required to display an amber warning light and are not required to complete the Utility Cart training. Operators of the temporary carts must sign a form (Appendix A) indicating that they have been informed of cart safety expectations and where carts can be used on campus (Appendix C). The operator shall keep a copy of the form with them when operating the utility cart on campus.

Service Contract Vendors

Vendors who work permanently on campus shall comply with all of the requirements of this program.

Cart Inventory

EHS will maintain a list of all carts used on campus. Each department is responsible for furnishing information on the sale or transfer of any cart as it occurs to EHS. Purchasing will advise EHS when a new cart is being purchased or rented. Departments purchasing or renting carts shall contact Campus Facility Services (CFS) to determine the appropriate permanent parking for the cart.

All carts used by any employee on campus must be registered with EHS to include details on the department identification and numbering on each cart and employees trained/authorized to operate the carts, which must be kept current. Each department will be responsible for maintaining a list of persons authorized to operate the cart and other records as required. The authorization/approval process to drive a cart is the same as any other University owned, leased or rented vehicle.

All three-wheeled carts being used on campus should be phased out by the beginning of 2010.

Enforcement

Supervisors shall be notified of any employees observed not following safe operating procedures. Cart privileges can be revoked depending on the nature of the offense. Repeated violations can lead to the cart being confiscated from the operating department and the offending operator. Operators with repeated violations will be subject to progressive discipline procedures.

Training

Employees who operate utility carts for work purposes shall complete the online Utility Cart Safety training available at http://www.ehs.iupui.edu/ehs/training_utility_cart_safety.asp. An Operator Certification Card will be issued upon the completion of the course. Retraining shall be conducted every four years.

Appendix A

This form is to be completed by contractors and/or vendors who will be operating utility carts on the IUPUI campus. The form must be signed by EHS and the driver shall keep a copy of the form with them when operating the utility cart on campus.

Utility Cart Safety Guidelines Acknowledgement Form	
User Information	
Company	
Name	
Phone	
By signing below I acknowledge that: (please check all that apply)	
<input type="checkbox"/> I have read and understand the terms and conditions of the IUPUI Utility Cart Policy.	
<input type="checkbox"/> I understand my responsibilities and the hazards associated with driving a Utility Cart and agree to comply by the safety guidelines.	
<input type="checkbox"/> I have completed the online Utility Cart Training program (Required for IUPUI Departments only)	
Signatures	
<i>Operators Signature</i>	<i>Date</i>
<i>EHS Signature</i>	<i>Date</i>

Deliver this completed form to Environmental Health and Safety at 620 Union Drive, room 043 or fax to 317-278-2158.

Appendix B Maintenance Requirements

Utility Cart Maintenance

Utility carts on IUPUI campus shall be maintained on a monthly and semi-annually basis. Departments are responsible for the maintenance of their carts. All carts must have an annual safety check documented by the operating department based on the following criteria;

Monthly Maintenance

Battery Maintenance

- Batteries shall be charged daily;
- Check the electrolyte level. Add water as needed;
- Wash battery tops and clean terminals with baking soda/water solution; and
- Insure all battery terminal connections are secure.

Tire Maintenance

- Check tire pressure and adjust if necessary; and
- Examine the tires for excessive wear or potential failure.

General Vehicle Maintenance

- Wash battery compartment and underside of cart. Dispose of waste water properly; and
- Clean up any debris or spills in the cart.

Semi-Annual Maintenance

Brake System

- Check the brake system and replace if necessary;
- Lubricate the brake slide;
- Check the brake cables for damage and replace if necessary.

Electrical Wiring and Connections

- Check for tightness and damage.

Forward/Reverse Switch

- Check the condition of the contacts and wire connections; and
- Make sure the connections are tight.

Front Wheel Alignment and Camber

- Check and adjust if necessary.

Lubrication

- Lubricate as directed by the Periodic Cart Lubrication Schedule.

Daily Safety Inspection

Operators shall conduct a visual safety check daily prior to the operation of the cart. The daily inspection should include the following;

- All lights shall be checked and operations including rotating warning signal light
- The reverse warning signal shall be audible?
- The brakes must work
- All door and rear gate latches shall be in working order
- Check for the correct tire pressure.

Carts that need repairs or do not have all of the safety equipment in operating order shall not be used until repairs are made.

Appendix C

Proposed Cart Routes

