

DRI Golf/Utility Cart and Low Speed Vehicle Operation Program

I. PURPOSE and SCOPE

The DRI Cart Safety Program provides an Institute-wide standard is to ensure the safety of all persons operating gas or electric-powered carts, golf cars, utility carts, low-speed vehicles and/or similar type vehicles (hereafter referred to as “Carts”) on DRI property. The policy is also intended to help protect faculty, staff, students and visitors on our campus who may come in contact with these vehicles during their operation.

Carts owned by DRI may only be used for official department/Institute business by employees and DRI approved volunteers associated with a DRI division/center. Valid business uses include, but are not limited to:

- Transportation of items long distances that are too large/bulky to be carried by hand
- Providing access to areas where licensed vehicles may have difficulty navigating.
- Transportation of persons with physical disabilities or special needs,
- Emergency Response

Carts may not be used for unauthorized off campus travel.

This program is applicable to everyone who operates carts on DRI property. The operators assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in the program. Failure to comply with any part of this program may result in corrective action, including forfeiture of certain driving privileges.

II. RESPONSIBILITIES

A. Department/Division head:

It shall be the responsibility of each Department/Division heads to ensure that all their cart operators are provided instruction in the safe operation and maintenance of the cart prior to operation. All cart operators must have a valid driver’s license. Prior to operating a cart operators must clear a driving record check through the BCN Risk Management. Department/Division heads must ensure that operators can demonstrate the safe and proper operation of the cart prior to carrying passengers or others items for delivery.

Department/Division heads or their designee, shall, as a minimum, review the DRI program on cart operations with each designated operator and have a signed *Cart Safety Acknowledgement Form* (Attachment B) and record of training entered into each operator’s personnel file.

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B. Supervisors:

Supervisors must identify Authorized Operators and ensure that each operator is advised of all the requirements and operating procedures provided in this program. All employees designated as Authorized Operators will be required to complete the cart safety training before they will be allowed to operate a cart regardless of training or experience gained elsewhere.

Supervisors must obtain a signed statement from each Authorized Operator attesting to their knowledge and understanding of this Policy (see *Acknowledgement Form - Appendix A*) and maintain a copy of the signed *Cart Safety Acknowledgement Form* (Attachment B) on file for each Authorized Operator.

Supervisors must implement procedures for controlling access to and use of carts available to their department/division.

Supervisors, Environmental Health and Safety, Risk Management, and DRI contracted police have the right to revoke an Authorized Operator's cart privileges if unsafe or reckless behavior is observed or reported.

C. Authorized Operators:

Must possess a valid driver's license and be authorized by their supervisor to operate a cart.

Must comply with the procedures in this program and sign the *DRI Cart Safety Acknowledgement Form* (Attachment B) and complete the cart safety training program before they may operate a cart.

Are responsible for the security of the cart for the duration that it is assigned to them.

Must never operate a cart while under the influence of alcohol, drugs, or medication that may affect operation.

Must immediately report all accidents to their supervisor. In addition if the accident results in property damage or injury to the public, it must be reported to the SVPFA office and if an employee injury occurs, s/he must file a Notice of Injury or Occupational Disease (C-1) Form as soon as possible, but no longer than 24 hours after the injury occurred.

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III. Cart Operation and Use Policies and Procedures

1. *General Requirements*

- a. DRI owned or leased carts may only be used for DRI business.
- b. Operators must be trained on DRI's cart safety program and be at least 18 years of age. Operators must hold a valid motor vehicle license, with a satisfactory driving record, and possess a current DRI cart operator permit. Only authorized drivers are allowed to operate carts following approval by their supervisor. Do not allow anyone to borrow the cart without supervisor approval. Employees should not operate carts registered to other departments unless approval has been granted by the supervisor or the department/division that owns the cart
- c. Operators shall obey all traffic regulations and observe all stop signs and traffic signals. Carts should not be operated on walks less than six feet wide, unless the walkway is signed 'For carts only'. The recommended speed on walkways and in congested areas is no more than 5 miles per hour or the speed of the slowest pedestrian, whichever is lower. Speeds in parking lots should be restricted to less than 10 miles per hour unless the cart is designed for on-road use.
- d. Operators are prohibited from driving carts inside, under, or through the confines of DRI buildings.
- e. Smoking is not allowed in a cart, regardless of whether the cart is stationary or moving.
- f. Carts must never be operated under the influence of drugs or alcohol. If you are taking prescribed medication that makes you drowsy, dizzy, or impairs you in any way, notify your supervisor and do not drive a cart.
- g. Carts operated on DRI roadways and streets will be required to turn on all lights and obey all traffic control devices, e.g. stop signs, traffic lights, regular rules of the road, and etc. The most direct route to and from destinations should be chosen.
- h. Other than certain carts (meeting Standard 500 criteria), operating a cart on public roadways except for crossing from one side of the street to the other is prohibited. Crossing roadways must occur at designated crosswalks and the operator must obey all traffic signals, signs and rules when crossing
- i. Carts without front and rear lights may not be operated during dim-light or evening hours. Reflective tape must be placed on the front and rear bumpers

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for easier visibility at night. Electric turn signals are required for night time operation.

- j. Operators must keep hands and feet in the vehicle at all times, except when using the left hand and arm to indicated turn and stop signals. (Note: hand signals must be used when carts are not equipped with turn signal indicators.)
- k. Keys shall not be left in unattended carts.
- l. Each cart shall be operated in accordance with manufacturer's instructions...
- m. Prior to use carts must be inspected to include checking the condition of tire pressure and seat handrails as well as the steering and braking functions.
- n. Carts that are damaged or do not function properly must be taken out of service and marked with the words, "Out of Service, Do Not Use" until repaired.
- o. Carts should not be modified in a manner that affects the recommended mode of operation, speed or safety of the vehicle. No modifications may be made to a cart without the approval of the manufacturer.
- p. The use of cellular phones, two-way radios, I-pods, PDAs, etc. or headphones is prohibited while operating a cart.
- q. It is recommended that all newly acquired carts be equipped with either yellow flashing lights or regular headlights and rear lights.
- r. Carts shall be refueled or recharged only at locations designated for such use.
- s. Only carts purchased by DRI shall be considered DRI property covered by DRI property insurance. Rental carts must be rented with insurance. The use of courtesy carts (borrowed from another organization/agency) is discouraged because they are not covered by DRI auto insurance.

2. *Pedestrians*¹

- a. Pedestrians shall be afforded the right-of-way at all times and must be given preference on all public walkways, cross walks, and ramps.
- b. Carts must be operated with the utmost courtesy and consideration for the safety of pedestrians.

¹ For the purposes of this document, pedestrian is defined as persons walking, jogging, inline skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.

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- c. Maintain a safe distance, approximately six feet, between the cart and pedestrians.
- d. If a pedestrian is obstructing travel, politely ask them to move. Do not follow or pass closely or intimidate pedestrians, as this may cause an accident.

3. Use

a. General:

- Cart operators may only use carts if it is a requirement of their DRI job functions.
- Never exceed the maximum load capacity recommended by the manufacturer, either by number of occupants or weight of passengers and load.
- Do not pull or tow any other equipment or trailers with your cart unless it is specifically designed to perform this function.
- Warn passengers of bumps in the road, obstacles, etc. that may cause the cart to bounce, swerve, etc.
- Carts are at great risk in the event of a collision with another vehicle; therefore, operation of carts in parking lots should be minimized. Special care should be taken when driving carts through parking lots to observe traffic and vehicles pulling in/out of parking spaces.
- In event a cart is decorated for a special event, the decorations must be securely affixed and not compromise safety, cause damage, or obstruct the driver's vision in any direction.

b. Transporting items:

- Carts may not be used for hauling bulky or heavy items that will not completely fit inside of the cart. Large items such as desks, bookcases, and file cabinets should be moved using DRI trucks, vans or other heavy equipment vehicles.
- Items being hauled in carts must be tied down and/or secured in a manner to avoid accidental release from the cart during a routine/emergency stops or turns.

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c. Passengers:

- Passengers are allowed only in carts designed for passengers and operators may not carry passengers in carts unless they are specifically authorized to do so by Department/Division heads.
- Passenger load, as determined from the manufacturing specifications, shall not be exceeded. Carts may not be used to carry more passengers than seating provided.
- Do not move cart until all passengers are seated. Operators must ensure that all passengers remain seated and refrain from shifting around while the cart is in motion.
- Passengers shall only ride in seats designated by the manufacturer for passenger use. Passengers shall not ride on the fenders, bumpers, or outside portions of the cart at any time.
- All passengers in the cart must keep hands, arms, legs, and feet within the confines of the cart while it is in motion.

d. Traveling:

- Carts must observe all traffic regulations and signage.
- Carts may not be driven over curbs, over barricades, on non-paved surfaces, or onto construction sites.
- The speed limit for carts operating in public areas should be equivalent to a well-paced walk.
- Reduce speed to compensate for declines, pedestrians, and weather conditions. When driving downhill, avoid traveling in reverse.
- Operators must slow to a near stop when rounding blind corners, cresting a hill, or approaching a turn with limited visibility to prevent accidents with pedestrians or other vehicles.
- Carts must yield the right of way to all other vehicles and pedestrians.
- Operators are prohibited from driving carts inside, under, or through the confines of university buildings.
- Carts are at great risk in the event of a collision with another vehicle therefore, operation of carts in parking lots should be minimized. To reduce potential safety hazards involving pedestrian traffic, operators will

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severely limit their speed in the presence of pedestrians. When operating on campus sidewalks, routes that have minimum pedestrian traffic should be selected.

4. *Parking:*

- a. When the cart is not in use, the operator must place the control lever in the park or neutral position, remove and secure the key, and set the parking brake.
- b. Carts may not be parked for extended periods in parking lots.
- c. Carts will be parked (except during active loading/unloading) so that they do not obstruct building exits or impede pedestrian travel on campus.
- d. Carts will not be parked in any manner that may obstruct Americans with Disabilities parking spaces, or restrict handicap access to and from buildings, walkways, or ramps.
- e. Carts will not be parked where they block access to fire hydrants or other emergency equipment.
- f. When possible, carts will be parked in inconspicuous locations away from main entry points to buildings.
- g. Keys may not be left in carts when they are unattended.

5. *Inspections* (Please post the attached recommend inspection form, (Attachment A) on the vehicle as a reference for items that should be inspected):

Every cart should be checked prior to use each day to confirm the proper operation of critical equipment including:

- Lighting – headlights, taillights, brake lights, turn signals, flashing strobe light
- Brakes/Parking Brake
- Reflector & Signage
- Steering
- Horn
- Tire Inflation

Any cart that has an identified issue will be locked out until it can be repaired or returned to a safe condition. There are two broad categories of non-operational carts, Red-Lines and Dead-Lined. The former can generally be returned to service after a quick repair, the latter may require outside repair in order to become operational.

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6. *Maintenance and Repairs:*

a. General

- Carts shall be maintained in good condition (no dents, dings, cracked fenders, broken seats, etc.)
- Department/Division heads are responsible for the proper maintenance of their assigned carts. Costs associated with maintenance and repair are the responsibility of the owning department/division. This includes the cost of repair or replacement due to regular use, unpreventable accident, misuses, abuse or preventable accident.
- Operators are responsible for immediately reporting any unusual noise, mechanical problem, or other potential maintenance problem.
- Operators must immediately cease operation of and lock out any cart that is deemed unsafe.
- It is strongly recommended that Department/Division heads have in place plans to ensure on-going preventive maintenance of their cart(s).

b. Cart Maintenance and Repairs

- Refer to the owner's manual for inspection and maintenance recommendations and schedules. Records of all recommended maintenance and repair should be maintained by the department.
- All original equipment safety features are to be maintained in good working order. In addition, all carts are to be maintained as recommended by the manufacturer's service schedule at the department's expense.
- Carts may not be used to jump-start other vehicles. The cart batteries should never be used to power other devices or removed for any reason other than to perform maintenance or replacement by a person trained and authorized to perform such work.
- Never attempt to check or add fluid/electrolyte to a battery without the proper training and personal protective equipment. At minimum safety goggles and a face shield, rubber gloves and a lab coat are required. .
- In the event a cart has critical equipment that is not operational or is not functioning as intended, the cart should be placed "out-of-service" and the key kept by an authorized individual to prevent the use of the cart until repairs can be completed.

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- Unless otherwise specified by the manufacturer, the cart should be taken to a local repair facility for a more extensive check and to provide routine preventative maintenance every year. In certain cases, carts used in more extreme operating conditions such as use in temperature extremes, operating in dusty/dirty areas, frequent starting, stopping or hauling loads that are near the manufacturer's maximum rating may need to be placed on more frequent preventative maintenance routines to monitor wear and assure the cart receives adequate preventative maintenance.
- c. Batteries and Charging
- Refer to the owner's manual for correct charging procedures. Use only an approved battery charger. Battery charging is prohibited around open flames or other ignition sources. Battery charging areas shall prohibit smoking. OSHA requires an eyewash and safety shower in the area where batteries are charged. Wash skin or eyes immediately with cold water when coming in contact with battery acid. Continue flushing the affected area with running water for at least fifteen minutes
 - Carts that are powered by rechargeable batteries shall have dedicated charging stations with a ground-fault electrical outlet designed and rated for such use. Chargers for low speed electric vehicles should be plugged directly into a ground fault interrupter receptacle. The use of extension cords is discouraged. The recharging outlets must be designed to be locked when not in use. Just as with the cart, the keys to the charging should be controlled and only provided to persons authorized to operate a cart.
 - In some cases, a quick charge station may be necessary to maintain battery power between routine charging. In these situations, the location and installation of the quick charge station shall be in accordance with the recommendations of the manufacturer and the location may not limit or restrict access to any building, sidewalk, walkway or exit route.
 - If available, carts should be ordered with sealed or gel batteries that do not have caps to allow the fluid to be checked. The fluid in a battery is acidic and will result in an injury if it comes in contact with the skin or eyes. Any batteries that can have the fluid check by removing the caps shall only be done by personnel that are familiar with proper procedure to check the fluid and personal protective equipment such as eye/face protection and acid-resistant gloves must be worn.

7. Insurance Coverage:

As of July 1, 2009 the State Risk Management Office agreed to cover golf carts and utility vehicles on the auto insurance schedule. Departments/Divisions that

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purchase utility carts (including golf carts and gators) are responsible for completing URM-004 Vehicle Add form and returning it to BCM Risk Management. Once the cart is added to the auto insurance schedule, it will have auto liability and physical damage coverage. Currently, DRI covers the premiums, but the Department/Division is responsible for the \$300.00 deductible.

8. *Reporting Incidents:*

If you are involved in an accident you should

- Stop at once
- Do not leave the scene
- Protect the scene
- Collect information and report it as follows: Any incident involving injury should be reported via the 911 system (if outside medical assistance is needed) or for a non-emergency response, to the appropriate campus police department (In Reno call TMCC police, 775-674-7900; in Las Vegas call UNLV police, 702-895-3668.. If 991 is called, also call 4411 to report the incident internally

Any accident/incident involving a cart must also be reported immediately to the operator's supervisor and to Gayle Valdes in the north and Lisa McClain in the south (for insurance purposes). As soon as practicable, the immediate supervisor must report the matter to the Department/Division head.

IV. VIOLATIONS

Violations of this program or any of its procedures may result in corrective action and/or state traffic violations, where applicable.

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Attachment A

Golf Cart Type Vehicles Inspection Form

Items recommended for inspection are shown below. Routine inspection should include:

- Check the appropriate fluid levels.
- Tire inflation and tread wear.
- Lights, reflectors and mirrors.
- Horn, windshield wipers and gauges.
- Foot and hand breaks.
- Seat belts (if present)

Please print and post this checklist on the vehicle where it is readily visible for use. Any condition found during the inspection making the golf cart unsafe to operation will be reported immediately and corrected prior to golf cart operation. Vehicles will not be operated with any defect that would prevent safe operation.

Use this form to document inspections have occurred at least weekly, whether the vehicle has been operated or not during the week. Maintain a copy of completed inspections for one year.

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**Attachment B
Cart Safety Acknowledgement Form¹**

My signature indicates that I have read, understand and will comply with the DRI cart operation policy.

Employee Signature

Date

¹ Supervisor retains original; routes copy to DRI EH&S.