

San Ramon Valley Unified School District

Utility Cart Safety Guidelines and Checklist for School Employees

In the past few years, SRVUSD has acquired several electric and gas driven “carts” (this term includes golf carts, utility carts, off road-type vehicles/equipment, and ATV) for use around the campuses. These carts have been instrumental in making many of our jobs easier and safer and have improved our ability to service the ever growing needs of our campuses. However, due to the size our “fleet” of carts, we must exercise improved operating procedures to protect pedestrians, drivers & passengers, buildings & grounds, and the carts themselves. We must maintain the carts in peak condition to ensure their safe operation. Utilizing these carts on campuses provides a more energy efficient means to meet our transportation needs. They demonstrate our desire to be good stewards of our resources and the environment by reducing combustion engine emissions and increasing the use of “green” technologies.

All carts must be operated according to the manufacturer’s design and intended purpose. Operators must also be trained in their safe operation. Users of these vehicles must understand that they are using the vehicles under district permission to conduct district business. When using these vehicles, care must be taken to protect the equipment and surrounding facilities and grounds from damage caused by misuse. Permission to operate these carts is given through district representatives and may be immediately revoked if abuse is observed or evidenced in the operation or condition of the assigned vehicle.

Departments are responsible for ensuring that their assigned carts are in good and safe operating condition. All vehicles will receive a maintenance and safety inspection bi-annually, scheduled through the Transportation Department. Using departments should immediately report to the Transportation Department all maintenance and repair issues related to the cart, and must also report any damage the cart has caused to campus facilities and grounds. Charges for any required repairs will be charged to the using department.

All operators of SRVUSD carts and the departments that utilize them are expected to adhere to the following operating guidelines:

Operating Guidelines

1. Only trained and authorized personnel may use SRVUSD carts.
2. No one may use a cart without the permission of its assigned user, and under no circumstances are carts to be used for anything other than official SRVUSD business.
3. Utility carts may travel on lawns only if the specific job warrants it and if the cart is outfitted with tires that will not damage the turf.
4. Carts may not travel on sidewalks unless accessing a remote area or there is no other access.
5. Passengers must be seated when the carts are in motion.
6. All loads shall be tied down when hauling.
7. Carts are to be returned to their home base at the end of the day or shift.
8. Electrical carts should be plugged in at the end of the shift.
9. Brakes must be set when carts are parked and keys are never left in cart unsupervised.
10. Speeding or reckless driving while operating these vehicles is forbidden.
11. Cart Storage (Gas or Electric) shall be kept in safe, secure and appropriate areas (not in classrooms or enclosed work areas). Proper ventilation, charging procedures and maintenance shall follow manufacture’s recommendations.

Supervisors are to ensure that the above operating guidelines are discussed with every employee who will be driving a cart, prior to giving the employee the keys to the cart for the first time.

If the above guidelines are followed, the service life of the carts will be extended and they will meet your needs for a longer period of time. Failure to follow these guidelines will result in premature wear and reduced serviceability. Operating these vehicles unsafely could result in injury to operating personnel or pedestrians or damage to buildings and grounds.

Keeping these carts in good condition will help meet the growing demands that we have to convey people, materials and tools to job sites in a safe efficient manner.

I acknowledge the guidelines for the safe use of utility vehicles/carts/equipment as outlined above.

Name: _____

Date: _____

Campus: _____

Signature: _____

SRVUSD Utility Cart/Vehicle Safety Check-List

Utility/Vehicles/Equipment (Carts) are involved in a number of accidents each year, resulting in personal injury, death and property damage. To prevent accidents in the workplace, all employees who operate carts must be trained before using the vehicles for proper procedures for operating and maintaining golf carts. This is checklist of Safety Procedures that you must follow:

1. A cart should be typically operated on campus at a speed equivalent to a well-paced walk, and it may at no time travel faster than seven-mph.
2. The traveling speed of a cart is dependent upon the terrain over which it is being driven, weather conditions and the total weight of the golf cart, its passengers and any equipment being transported.
3. Cart operators must observe all California vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc. Carts must be operated on campus streets or in parking lots when possible. Carts are not permitted on the city streets at any time.
4. Operating a cart on a sidewalk is permissible for workers who must transport equipment to or from a work site.
5. Most carts used on this campus are designed to carry one driver and one passenger. Never operate a golf cart with more passengers than it is designed to carry.
6. "IF" the cart is manufactured with seat belts, then each person riding in the cart is required to wear a safety belt.
7. All occupants in the cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
8. Remember that pedestrians and children always have the right-of-way. Operators of carts must permit this right-of-way. If the cart is being operated on a sidewalk, the operator must pull off of the sidewalk or stop the unit when approaching pedestrians and children.
9. Before operating the cart, check for proper tire condition and inflation.
10. Check your brakes. On occasion, due to moisture or lack of use, the brakes will tend to stick a little.
11. Test the "reverse" horn, if equipped, to ensure is functioning properly.
12. Check for any indication of battery fluid leaks such as wet spots under the unit. If you do see or smell battery acid, remember it is very caustic and may cause severe burns. Do not touch it - apply some baking soda to the spill and notify the district mechanic immediately.
13. If the cart is in need of repair or maintenance, the mechanic must be notified, and the unit will be taken out of service. Never modify a cart without first consulting the district mechanic.
14. Never leave the keys in the cart when unattended. When not in use, you must engage the parking brake. Always lock and secure the cart when not being used, such as when storing overnight.
15. Never back up without confirming that there are no pedestrians or objects behind the cart. Never shift gears while the vehicle is in motion.