# Table of Contents

University Procedure 24.02.02.C2.01 Utility Cart Safety ................................................... 3
Scope ........................................................................................................................................... 4
Definitions.................................................................................................................................. 4
Utility Cart Safety Guidelines ................................................................................................. 5
Operator Safety Instructions ..................................................................................................... 6
Routes and Parking ..................................................................................................................... 7
Acquisition and Surplus Procedures ....................................................................................... 8
Signage/Safety Equipment ....................................................................................................... 9
Utility Cart Maintenance ......................................................................................................... 10
Accident/Misuse Reporting .................................................................................................... 10
Training and Education .......................................................................................................... 10
Compliance .............................................................................................................................. 11
Request for Utility Cart Purchase Form ................................................................................. 12
Utility Cart Safety Information Acknowledgement Form ..................................................... 13
1. Texas A&M University-Corpus Christi is committed to protecting the safety of pedestrians and ensuring the safe operation of utility carts and utility cart-type modes of transportation on campus. TAMU-CC utility cart safety procedures apply to all University employees, state/federal agency tenants, contractors, vendors, visitors, volunteers, and/or student employees who use the specified modes of transportation for Official Business. Any use other than Official Business is expressly prohibited.

1.1 Utility cart and utility cart-type modes of transportation that are powered by electric or internal combustion engines are defined as: Golf Utility cart, electric, four wheeled, cargo capacity 200# or above; Personnel/Cargo, off road, cargo capacity 500# to 800#; Light Utility cart, cargo capacity 1,000# to 1,500#; Heavy utility cart, cargo capacity 1,500# to 2,800#; Tour Utility cart, multi-passenger capacity; and all referred to as “Utility carts.”

1.2 This university procedure does not apply to automobiles, pick-up trucks, heavy equipment, motorized wheelchairs, or other assistive devices used by persons with disabilities.

1.3 An Authorized Utility Cart Operator is an individual that possesses a valid driver’s license and who has successfully completed E,H&S “Utility Cart Safety Training.”

2. The Environmental, Health and Safety Department (E,H&S) is responsible for the administration of this program. All supervisors and employees through administrative channels are responsible for compliance with procedures outlined in the E,H&S “Utility Cart Safety Manual.”

3. The acquisition of utility cart-type modes of transportation on campus is limited to departments, tenants, contractors and /or vendors upon demonstration of a valid business use.


Contact for Interpretation: Executive Vice President for Finance and Administration.
Texas A&M University-Corpus Christi

Utility Cart Safety Manual

Summary: This rule controls acquisition and operation of utility carts and utility cart-type modes of transportation on campus and during TAMU-CC sponsored off campus activities.

1. Scope:
   a. This Procedure controls the acquisition and valid business use of utility cart-type modes of transportation on campus. It establishes safe operation guidelines, associated risk management issues and enforcement of this rule.
   
   b. This rule applies to University employees, student organizations, tenants, visitors, contractors, vendors, volunteer/s, and/or students who use the specified modes of transportation for Official Business. Any use other than Official University Business is expressly prohibited.
   
   c. The acquisition of utility cart-type modes of transportation on campus is limited to departments, tenants, contractors and/or vendors upon demonstration of valid business use.

2. Definitions:
   a. Modes of transportation that are powered by electric or internal combustion engines defined as:
      1. “Golf Utility cart”, electric, Four Wheeled (Cargo Capacity 200#)
      2. “Personnel/Cargo” Off Road (Cargo Capacity 500 to 800#)
      3. “Light Utility” Utility cart (Cargo Capacity 1000 to 1500#)
      4. “Heavy Utility” Utility cart (1500 to 2800#)
      5. “Tour Utility carts”: multi-passenger capacity and referred to as “Utility carts” within this document.
      
      This rule does not apply to automobiles, pickup trucks, heavy equipment, motorized wheelchairs or other assistive devices used by persons with disabilities.
   
   b. Authorized Utility Cart Operator – Individuals that possess a valid driver’s license and has successfully completed “Utility Cart Operator Safety Training”. Students are not authorized to operate a utility cart.
   
   c. Valid Business Use – Valid business use is defined as transporting personnel / equipment / supplies for the University as well as transporting employees / students / visitors with temporary or permanent disability needs. Use of utility carts for personnel convenience is strictly prohibited.
3. Utility Cart Safety Guidelines:

a. Utility carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times.

b. Each requirement of this policy applicable to safety and considerations for care and courtesy shall be applied for persons in wheelchairs or any type of mobility assistance device.

c. Utility carts are not to be operated by anyone without a valid driver’s license. Employees will notify their supervisor if and when their driver’s license is suspended or revoked.

d. Passenger occupancy must not exceed the passenger limit and load capacity designated by the manufacturer. Only utility carts designed and equipped to transport multiple numbers of passengers may be used for this purpose.

e. Utility carts operating on campus roadways must travel in the direction of the flow of traffic and obey all State of Texas traffic regulations and signs.

f. The use of Cell Phones, to include hands free devices or other electronic equipment (i.e. iPods, hand held radios, etc.) by the utility cart operator is prohibited. These devices shall only be used when the utility cart is parked and clear of vehicle and pedestrian traffic. This ruling does not apply to a passenger/s. The University Police Department is exempt from the hand held radio requirement.
4. **Operator Safety Instructions:**

   a. Make sure the utility cart is in safe working condition before each use.

   b. Report any mechanical or equipment defects to your supervisor or Motor Pool personnel.

   c. Disconnect the battery charging cable before driving off.

   d. Before starting the utility cart, assure it is not in gear.

   e. Observe the limit of two (2) occupants per seat rule.

   f. Check the area behind the utility cart before backing up.

   g. All body parts- feet, legs and arms shall be kept inside the utility cart while it is in motion.

   h. Always remain seated and hold on while utility cart is in motion.

   i. Do not exceed the posted speed limit.

   j. Slow down before and during turns. All turns shall be executed at reduced speeds.

   k. Maximum speed on sidewalks shall not exceed the speed of the pedestrian traffic.

   l. Drive the utility cart only as fast as terrain and safety considerations allow.

   m. Avoid sudden stops or change of direction that may result in a loss of control.

   n. Brake to control speed when traveling down an incline.

   o. When the utility cart is to be left unattended, turn the key to the off position. Remove the key and engage the parking brake.
5. **Routes and Parking:**

a. On those occasions while in the performance of their required duties Environmental, Health & Safety, University Police Department, Facilities Services and Telecommunications may operate / park in those areas of the campus defined as restricted to utility cart access.

b. Utility carts traveling to the Sand Piper and Driftwood Buildings must follow the utility cart path that leads them through the Tarpon Parking Lot. Traveling in all other campus parking lots is strictly prohibited.

c. The following locations are not considered normal pathways of travel for utility carts. Utility carts are restricted from the following locations except to those departments where maintenance, inspections, or security are considered their normal duties.
   - Island Boulevard and Sand Dollar Boulevard.
   - Utility cart travel within the Pedestrian Crosswalk (Natural Resources Center Building) at the intersection of Island Boulevard and Surf Drive is prohibited.
   - Utility cart travel within the Pedestrian Crosswalk (Classroom West Building) at the intersection of Surf Drive and the south entrance to the Starfish parking lot is prohibited.
   - Lee Fountain Plaza
   - Hector P. Garcia Plaza
   - The covered sidewalks located along the “campus spine” which are located on the East Side of Corpus Christi Hall, Jeff and Mary Bell Library, Center for the Sciences and on the South side of the Center for the Arts.

d. Driving through a building to take a short cut or to make a delivery.


**Utility cart Parking:**

- Utility cart parking is allowed only in areas designated with green traffic reflectors or designated by utility cart parking signage.
- Signage shall read “Utility Cart Parking Only” painted in white letters against a “Green” colored curb, or denoted by a green reflector. A red reflector denotes a no parking zone. Authorized utility cart parking locations are denoted on the Utility Cart Pathway and Parking Guide.

**Unauthorized Utility Cart Parking locations:**

- Entrances to buildings, stairways, accessibility ramps.
- On the named campus roadways.
- Fire lanes marked by red curbs.
- On sidewalks so as to block or restrict pedestrian traffic.
- Awareness of posed risks to persons with disabilities, including blind, deaf and mobility impairments is essential.
6. Acquisition and Surplus Procedures:

a. Procurement of utility cart-type modes of transportation must comply with the following requirements:

Utility carts must be acquired through the Procurement and Disbursements Department using a “requisition” in FAMIS or BAM.

Utility carts may not be purchased with a Procurement Card or other delegated processes regardless of fund source.

A “Request for Utility Cart Purchase” form signed by the Executive Vice President of Finance and Administration must be submitted with the requisition. Purchasing will not place any orders without the approval document. The “Request for Utility Cart Purchase” forms are available on the Procurement and Disbursements and the E,H&S department websites.

Utility carts approved for purchase will be delivered to the Motor Pool. The Motor Pool will place the utility cart on the TAMU-CC utility cart inventory list, assign a departmental identification number, ensure that the required safety equipment is installed and the utility cart displays proper signage. The Motor Pool will contact the Department to take possession of the utility cart once all safety requirements are met.

b. It is highly recommended that the quote for purchase includes all the safety equipment required under section (7) “Signage/Safety Equipment”. If a new or used utility cart is purchased without the Safety Equipment outlined in Section (7) it will not be released to the Department until the Motor Pool installs the required equipment. The equipment installation is at the expense of the department.

c. An employee, student, student organization, vendor, contractor, visitor, tenant, or volunteer group cannot bring a utility cart onto the TAMU-CC campus without obtaining written authorization from the Executive Vice President for Finance & Administration.
7. **Signage/Safety Equipment:**

Minimum Signage/Safety equipment includes the following:

* Department or company name and assigned identification numbers will be displayed on the front of the utility cart.
* Orange Safety Flag on a 5’ fiberglass rod displayed on the utility cart.
* Rear view mirror.
* Audible alarm signifying that the utility cart is moving in reverse.
* Horn.
* Laminated Utility Cart Route map attached to the front dash of the utility cart.
* Utility carts operated at night must be equipped with working headlights, break lights and turn signals.

The Motor Pool will remove all University markings and logos before sending the utility cart to the Property Officer as surplus.

**Utility carts purchased after September 1, 2003 will require the following additional safety equipment.**

- Orange Triangle Slow Moving Vehicle Placard.

Additional safety equipment will be required on the following types of utility carts:

Utility carts that have enclosed cabs and/or enclosed cabs with a cargo box.
- Windshield wipers.
- Breakaway outside mirrors.
8. Utility Cart Maintenance:
   a. The Motor Pool personnel will inspect the utility carts for proper signage and safety equipment. They will maintain the utility cart as recommended by the manufacturer to ensure that they remain in proper working order.
   
b. Utility carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the utility cart.
   
c. Utility carts that are not mechanically safe to operate or lacking the required safety equipment will be removed from service until the required repairs have been made by either Motor Pool or by a vendor authorized by TAMU-CC to make utility cart repairs.
   
d. Utility carts that are not the property of TAMU-CC which have been deemed by Environmental, Health & Safety or the Motor Pool as unsafe to operate must be repaired or removed from TAMU-CC property no later than 10 working days after receiving written notification.

9. Accident/Misuse Reporting:
   
   Report all incidents of misuse, accidents and injuries to the supervisor of the department to which the utility cart is assigned, the University Police Department and to Environmental, Health and Safety regardless of whether property or personal injury occurred. Police reports will be filed as appropriate. If a University owned utility cart is involved in an accident with another utility cart or vehicle, the operator must complete a Motor Vehicle Accident Report (System Form 9) found at [http://safety.tamucc.edu/S/Forms/Forms.html](http://safety.tamucc.edu/S/Forms/Forms.html).

10. Training and Education:
   
   a. University departments, student organizations, vendors, contractors, tenants, individual or volunteer groups authorized to operate a utility cart/s on the campus of TAMU-CC will ensure that their personnel have a valid driver’s license, and that they successfully complete The Utility Cart Safety Training Program. The Program can be accessed on the Environmental, Health & Safety website: [http://safety.tamucc.edu](http://safety.tamucc.edu)
   
   b. Supervisors and sponsors representing the named entities shall obtain and maintain on file the Utility Cart Safety Acknowledgement form signed by each individual who has been authorized to operate utility carts. Their signature on the Utility Cart Safety Acknowledgement form is a testament to their knowledge and understanding of the University Rule 24.02.02.C2 and the University Utility Cart Safety Manual.
   
11. Compliance:

a. The Environmental, Health & Safety Department (E,H&S) is responsible for the administration of this program. Responsibility for compliance with applicable federal and state regulations, System Regulations, and University Rules and Procedures is delegated to all supervisors and employees through administrative channels.

b. Operators violating the Utility Cart Policy and Procedures will be verbally warned, receive a written citation and/or their supervisors or sponsors will receive written notification of violations from the University Police Department and/or Environmental, Health & Safety.

c. Utility cart operators receiving a written citation issued by E,H&S will be required to report to the E,H&S training room, NRC 1101 for Utility Cart Operator Refresher Training or re-take the on-line utility cart operator course. The person receiving the citation will be required to report to E,H&S no later than five business days after receiving the citation. Failure to report for refresher training within the allotted time may result in the suspension of utility cart privileges. The decision of what level of retraining is required is at the discretion of the Director, E,H&S.

d. Vendor, contractor, tenant, individual, or volunteer/s in violation of the Utility Cart Safety Policy and Procedures may result in the suspension of the privilege to operate a utility cart on the TAMU-CC Campus.

e. University employees who do not comply with the Utility Cart Safety Policy and Procedures will, through counseling by their supervisors, be made aware of their responsibilities and the requirements outlined in the TAMU-CC Utility Cart Safety Policy and Procedures. If infractions are not corrected, the employee may be required to attend a classroom refresher training, or other appropriate disciplinary actions, including the loss of utility cart operator privileges, in accordance with this procedure. The number of infractions or the lack thereof may be considered during an employee evaluation.

The Texas A&M University-Corpus Christi Utility Cart Safety Manual can be accessed via the Environmental, Health & Safety website: http://safety.tamucc.edu
Request for Utility Cart Purchase Form

Date: _____________________

Department: ___________________ Request authorized by: ____________________

Funding Source: ___________________________________________________________

Why is your Department requesting a utility cart? ___________________________

What is the major use for this utility cart? ________________________________

How will the utility cart be powered?  Gasoline__________ or  Electric_________

Who will be driving the utility cart? Faculty and/or staff__________

Student Employee/s__________ Students __________________________

Contractor employees__________ Other_______________________________

Maintenance:  Is it budgeted for M&O?  Yes__________  No__________

Where will the utility cart be stored? ________________________________

Departments need to ensure that the requested utility cart is designed to “perform its assigned function”.

Approved_____ Disapproved_____

Terry Tatum,  Executive Vice President, Finance & Administration  Date
Utility Cart Training
Acknowledgement Form

- This form shall be completed for all employees prior to operating a campus utility cart.
- The employee’s supervisor must sign and submit this form via e-mail to: ehs@tamucc.edu, prior to the employee utilizing campus utility carts.

Date: ___________ Department:__________________________________________________

Employee’s Name: ________________________________ Ph. Ext. _________

Employees’ Driver’s License # (last 4 digits): _____________ State:___________

Supervisor’s Name: ________________________________ Ph. Ext. _________

As the Utility Cart Operator’s supervisor, I confirm that:

___ The operator possesses a valid and current driver’s license.

___ The operator has reviewed and understands the online Utility Cart Training materials.

___ The operator has completed the online Utility Cart Training Quiz and passed with a score of 100% correct.

___ The operator has received hands-on training for proper operation and use of the utility cart.

___ The operator has demonstrated to me that they are aware of safe utility cart operating procedures, and are capable of operating a utility cart on the TAMU-CC campus.

Supervisor’s Signature:___________________________________________ Date:___________