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Texas A&M University-Corpus Christi
Utility Cart Safety Manual

Summary: This manual controls acquisition and operation of Utility Carts and Utility Cart-type modes of transportation on campus and during TAMU-CC sponsored off campus activities. This manual was created to comply with University Procedure 24.01.01.C0.01 Utility Cart Safety.

I. SCOPE

a. This 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 manual.

b. This applies to University employees, student organizations, tenants, visitors, contractors, vendors, volunteers, and/or student employees 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.

II. DEFINITIONS

a. Authorized Utility Cart Operator – An individual that qualifies as defined in the procedure, possess a valid driver’s license and has successfully completed “Utility Cart Training”. Students are not authorized to operate a utility cart.

b. Cart-type modes of transportation – powered by electric or internal combustion engines defined as:

1. “Golf Cart”- Four Wheeled, Cargo Capacity 200 pound (lb.) or greater.
2. “Personnel/Cargo”- Cargo Capacity 500 to 800 lb.
4. “Heavy Utility”- 1500 to 2800 lb.
5. “High Occupancy”- multi-passenger four (4) or more passengers capacity.

All cart-type modes referred to as “Utility Carts” within this document.

This does not apply to automobiles, pickup trucks, heavy equipment, motorized wheelchairs or other assistive devices used by persons with disabilities.
c. Valid Business Use – Valid business use is defined as transporting personnel, equipment or supplies for the University as well as transporting employees, students, and visitors with temporary or permanent disability needs. **Use of utility carts for personnel convenience is strictly prohibited.**

### III. 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. Safety and consideration shall be applied for persons in wheelchairs or any type of mobility assistance device. Awareness of posed risks to persons with disabilities, including blind, deaf and mobility impairments is essential.

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 does not apply to passengers. The University Police Department (UPD) is exempt from the hand held radio requirement.

### IV. 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 to handrails 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.**

V. ROUTES AND PARKING

a. On those occasions while in the performance of their required duties Environmental, Health and Safety (EHS), University Police Department (UPD), Facilities Services and Information Technology may operate and/or 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.

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
  
  • Pedestrian Crosswalk at Natural Resources Center Building at the intersection of Island Boulevard and Surf Drive is prohibited
  
  • Pedestrian Crosswalk (Classroom West Building) at the intersection of Surf Drive and the south entrance to the Starfish parking lot
• Lee Fountain Plaza

• Pedestrian crosswalk at the intersection of Wavecrest Drive and Sand Dollar Boulevard.

• 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.

• Driving through a building to take a short cut or make a deliver

Please refer to the Utility Cart Map (for authorized routes and parking locations) at http://safety.tamucc.edu/S/CartMap.pdf.

d. Utility cart Parking:

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

e. 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.

VI. 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.

• 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 must be reviewed and approved by EHS and the Executive Vice President for Finance and Administration. Procurement 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 EHS department websites.
Utility Carts approved for purchase will be delivered to Central Receiving. Central Receiving requires that the Motor Pool take possession of the utility cart prior to relasing to the department. 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. All carts must have the required safety equipment that is outlined in section VII, “Signage/Safety Equipment”.

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

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.

VII. SIGNAGE/SAFETY EQUIPMENT

a. Signage/Safety equipment must be included in all the Utility Carts.

- 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.
- Audible alarm signifying that the utility cart is moving in reverse.
- Utility Carts must be equipped with rear view mirrors, headlights, horn, break lights, tail lights and turn signals.
- Laminated Utility Cart map must be attached to the front dash of the utility cart.

If a new or used Utility Cart is purchased without the Safety Equipment, it will not be released to the Department until the Motor Pool installs the required equipment. The equipment installation shall be at the expense of the department.

Additional safety equipment required on Utility Carts that have enclosed cabs and/or enclosed cabs with a cargo box:

- Outside mirrors.
VIII. UTILITY CART MAINTENANCE

a. Authorized utility cart operators 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 the 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 EHS 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.

IX. 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 UPD and to EHS 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 found at http://safety.tamucc.edu/S/Forms/Forms.html.

X. 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 EHS website: http://safety.tamucc.edu/S/Training/Training.html.

b. Supervisors representing the named departments 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 Procedure 24.01.01.C0.01 and the University Utility Cart Safety Manual.

c. Groups requesting the use of a multi-passenger shall contact EHS for hands-on driver training.

XI. COMPLIANCE

a. The EHS is responsible for the administration of this program. Responsibility for compliance with applicable federal and state regulations, System Regulations, and University Procedures is delegated to all supervisors and employees through administrative channels.

b. Operators violating the Utility Cart Safety Manual and Procedure will be verbally warned, receive a citation and/or their supervisors or sponsors will receive notification of violations from the UPD or EHS.

c. Utility Cart operators receiving a written citation issued by UPD will be required to report to the EHS training room, NRC 1101 for Utility Cart Operator Refresher Training or re-take the on-line utility cart training course. Failure to report for refresher training 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, EHS.

d. Vendor, contractor, tenant, individual, or volunteer(s) in violation of the Utility Cart Safety Manual and Procedure 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 Manual and Procedure will, through counseling by their supervisors, be made aware of their responsibilities and the requirements. Appropriate disciplinary actions, including the loss of utility cart operator privileges, may be placed in accordance with this manual. 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 EHS website: http://safety.tamucc.edu/Safety.html.
Procedure Statement

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.

Reason for Procedure

The purpose of this procedure is to ensure that Texas A&M University-Corpus Christi has a utility cart safety plan that applies to all university employees, state/federal agency tenants, contractors, vendors, visitors, volunteers, and student employees who use the specified modes of transportation for official business. Any use other than official business is expressly prohibited.

Procedures and Responsibilities

1. Utility Cart and Utility Cart-type modes of transportation that are powered by electric or internal combustion engines are defined as: Golf Cart, four wheeled, cargo capacity 200 pounds (lbs.) or greater. Personnel/Cargo, cargo capacity 500 lbs. to 800 lbs. Light Utility - cargo capacity 1,000 lbs. to 1,500 lbs. Heavy Utility - cargo capacity 1,500 lbs. to 2,800 lbs. High Occupancy- four (4) or more passenger capacity. All cart-type modes referred to as “Utility Carts.”

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

   1.2. An authorized cart operator is an individual that qualifies as defined in this procedure, possesses a valid driver’s license and who has successfully completed the Environmental, Health & Safety (EHS) department’s Utility Cart Training.

2. EHS is responsible for the administration of this program. All supervisors and employees through administrative channels are responsible for compliance with procedures outlined in the EHS Utility Cart Safety Manual, which may be found in the Appendix section of this procedure.

3. The acquisition of cart-type modes of transportation on campus is limited to departments, tenants, contractors, and/or vendors upon demonstration of a valid business use. Utility
cart purchases must be approved by the Executive Vice President for Finance & Administration.

4. Refer to the EHS Utility Cart Safety Manual for additional procedures, guidelines, utility cart routes map and forms. The required forms include a Utility Cart Purchase Request and a Utility Cart Training Acknowledgement. (See Appendix).

Related Statutes, Policies or Requirements

System Regulation 24.01.01, Risk Management Programs

Appendix

Utility Cart Map
Utility Cart Safety Manual
Utility Cart Purchase Request Form

Contact Office

Contact for clarification and interpretation: Environmental Health & Safety Department
(361) 825-5555
XIII. Utility Cart Map
XIV. Utility Cart Purchase Request Form

TEXAS A&M UNIVERSITY-CORPUS CHRISTI
Utility Cart Purchase Request Form

Department: __________________________  Date: __________________________
Requisition Number: ________________  Funding Source: __________________________

Why is your Department requesting a utility vehicle/cart?

______________________________________________________________________________

How will the utility vehicle/cart be powered?  Gasoline  Electric

Where will the utility vehicle/cart be stored?

______________________________________________________________________________

Who will be driving the utility vehicle/cart?

Faculty/Staff  Student Employee/s  Contractor Employee/s

Utility cart training is required by all operators. Training can be found at http://safety.tamucc.edu.

Department certifies the cart will have the equipment below and contained in the quote.

NEW UTILITY CARTS MUST BE EQUIPPED WITH THE FOLLOWING:

Signage/Safety Equipment:
- Rear view mirror.
- Audible alarm signifying the cart is moving in reverse.
- Horn, headlights, break lights, tail lights and turn signals.
- Outside mirrors if utility cart has enclosed cab/or enclosed with cargo box.

Department Head/Designee __________________________  Date: ____________

After purchase contact Motor Pool for the following:
- Departmental name and assigned identification number.
- Orange Safety Flag on a 5’ fiberglass rod displayed.
- Laminated cart map attached to front dash.

Departments: Route completed form through the Environmental, Health & Safety office for review.

Recommend for approval: Yes  No  EHS office: __________________________  Date: ____________

Terry Tatum,
Executive Vice President, Finance & Administration

Approve  Disapprove

Return signed form to the Environmental, Health & Safety office at shs@tamucc.edu or Unit 5876.
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:___________