SAFETY

- Avoid sharp turns at high speeds. If you have to make a sharp turn apply the brake and limit your speed.
- Do not drive across steep slopes. Go up and down steep slopes.
- Always operate the vehicle in a safe manner for your environment. You are responsible for the vehicle and passengers when operating the vehicle.
- Reduce speed to compensate for poor terrain, wet or icy conditions.
- Always apply brake to control speeds on steep grades.
- Always maintain adequate distance between vehicles.
- Use extreme caution around pedestrians. Pedestrians have the right of way.
- You may only have passengers for the number of seats provided on the cart.
- Do not operate any vehicle or cart if on any drug that may impair your ability to drive. If you are on a prescription drug that could affect your ability to operate a cart, you must advise your supervisor.
- GAS CARTS ONLY – avoid operating in closed spaces. Gas engines give off Carbon Monoxide (CO) which can be deadly!

PRE-USE INSPECTION

- Prior to use, the operator shall check the cart conditions and inspect the tires, warning devices, lights, battery, controls, breaks, and steering mechanism. If the cart is found to be in need of repair or in any way unsafe, the matter shall be reported immediately to your supervisor.
- If after inspection and during use it is discovered that the cart becomes unsafe in any way, stop use, immediately report this to your supervisor or fleet services.
- You are not authorized to make any repairs to a cart.
- ELECTRIC – lift the seat and check the battery.

PARKING AND CHARGING

- Carts are parked in designated spots. Carts should be plugged in when not in use. Loop the power cord through the steering wheel.
- You may park your cart in designated cart parking locations on campus. Carts may be temporarily parked on a sidewalk if they are out of the way and not inhibiting pedestrian traffic. Do not block or obstruct fire aisles, access to stairs or walkways, handicap access and do not block fire equipment.
- Check the battery level indicator light prior to use.
- GAS CART – Gas tank is under the seat. Stop engine and do not smoke while refueling. Take care not to spill gasoline.


EQUIPMENT CONTROLS AND OPERATIONS

- When the cart is left unattended, take the key with you and ensure the brake is set.
- Maintain safe distances from hazards such as drop offs, ramps, and platforms.
- Report all accidents to your supervisor immediately.
- Do not add, modify or adjust the cart in any way.
- Only operate the cart from the operator’s station.
- Observe all traffic regulations, including authorized speed limits. Under normal traffic conditions keep to the right. Maintain a safe distance, based on speed and travel, from a cart or vehicle ahead and keep the cart under control at all times.
- Do not pass another cart or vehicle traveling in the same direction at an intersection or if you are in their blind spot.
- The cart shall be operated at a speed that allows the operator to stop before colliding with anything based on the conditions of operation.
- Do not operate the vehicle while distracted. Avoid actions that would take your attention away from driving the cart.
- Handle loads within the capacity of the cargo area of the cart. Avoid material loads exceeding the physical dimensions of the carrier or as specified by the manufacturer. Make sure loads are secured.
- Key/Light Switch – Turn the key to on or on with lights. The key should be turned to off whenever the key is to be removed.
- Find the direction selector for your cart. It could be near the key switch or located between the two front seats on the vertical edge. Familiarize yourself with your cart before operating the cart.
- Make sure the direction selector is in the correct position before attempting to start the vehicle.
- Check the area behind the vehicle before operating in reverse.
- All occupants must be seated. Keep entire body inside the vehicle and hold on while vehicle is in motion.
- Do not hold cart on a hill or slope by using the accelerator and motor. Leaving motor in a stalled conation for more than three to four seconds can cause permanent damage to motor.
- To remove the parking break, depress the lower portion of the parking break. You can depress the accelerator pedal however this is not the preferred method.
- To set the parking break, depress on the upper section of the brake pedal until the parking break engages.
- Ensure the vehicle comes to a complete stop before moving the direction selector.
- Ensure the cart comes to a complete stop before exiting.
Facilities Services Task Training
Electric and Gas Powered Cart

Training Date: 

Print Trainee’s Name: 

Trainee’s Signature: 

Print Instructor’s Name: 

Instructor’s Signature: 

Return this signed copy to your department representative.