



## NMSU Utility Cart Safety Program

Approved Dec. 11, 2007, Effective: Mar. 1, 2008; Updated: Jan. 16 & Nov 14, 2008;

This program covers the operation of small utility vehicles in a university setting. Small utility service vehicles, herein referred to as 'Utility Carts', include golf carts, turf vehicles and small rough terrain vehicles *that are allowed on controlled access areas* and or streets of the campus.

These small utility carts are used to move people, deliver supplies, and carry tools or small equipment throughout the workplace. Operation of utility carts on sidewalks poses risk to pedestrians and therefore requires special training and responsibility to prevent incidents and potential injury. All individuals operating utility carts must be trained before using the vehicles. Reading and understanding the Utility Cart Safety Program and responsibilities of cart operation plus additional machine specific use instruction will serve as the required training to be administered by each department or area utilizing utility carts.

Other low speed vehicles capable of exceeding 20 mph must be primarily operated over roadways, not controlled access areas. Individuals operating low speed roadway use vehicles will be required to attend Defensive Driving and be permitted according to the NMSU Vehicle Use Procedures.

### **Policy**

The Utility Cart Safety Program (UCSP) is in accordance with 49 CFR 571.500, Standard 500; Low-speed vehicles, NMSU Vehicle Use Procedures, NMSU Controlled Access Areas policy and Sections 66-3-802, 66-3-804, 66-3-805, 66-3-828, 66-3-840, 66-3-843, 66-3-845, 66-3-852, 66-3-854, 66-3-887, 66-3-1103, 66-7-9, 66-7-305, 66-7-308, 66-7-325, 66-7-326, 66-7-351, 66-7-372, and 66-7-405 (1978, et seq.) of the New Mexico Statutes Annotated.

### **Authority and Responsibility**

Environmental Health & Safety is responsible for:

1. Developing and administering the UCSP
2. Performing validation of driver license for cart operators
3. Providing a cart operators permit to authorized drivers which is valid for 3 years
4. Reviewing and updating the UCSP and training material when necessary

NMSU Police Department is responsible for:

1. Enforcing all applicable motor vehicle statutes
2. Shall impound, if necessary, utility vehicles observed to be carelessly driven.

NMSU Parking Department is responsible for:

1. Enforcing parking restrictions

Deans, Directors, Department Heads and Supervisors are responsible for:

1. Perform Utility Cart Safety Inspection and submit checklist – Attachment B- to EH&S
2. Affixing identification decal issued by EH&S.
3. Assuring that UCSP Policy Acknowledgement Form (Attachment C) is completed by each operator and sent to EH&S (MSC 3578) with a copy of operator's driver's license
4. Assuring that prior to operating a utility cart, each individual:
  - A. Receives machine specific operational instruction
  - B. Receives periodic evaluation, counseling and training as may be appropriate to correct non-compliance with the safety program

5. Assuring that each utility cart owned, leased, or operated by their department is receives annual preventative maintenance and repair services
6. Assuring that utility cart(s) and operators, within their department, comply with the UCSP.
7. Assuring that utility carts are operated in accordance with manufacturer's recommendations. Utility vehicles shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle. If applicable, utility carts must be tagged with the maximum load capacity recommended by the manufacturer.

Operators of utility carts are responsible for:

1. Following the Utility Cart Safe Operating Procedures outlined in Attachment A
2. Acknowledging responsibility and accountability for compliance by completing the UCSP Policy Acknowledgment Form as shown in Attachment 'C'
3. Having a valid driver's license
4. Having obtained a utility cart operators permit (from EH&S)
5. Having received cart specific operational instruction prior to operating the cart
6. Understanding their responsibilities and requirements under the UCSP
7. Providing timely notification of safety and maintenance concerns regarding utility cart to the supervisor of the department to which the vehicle is registered

### **Utility Cart Required Equipment**

The following equipment must be present and operational on all utility carts:

1. Unique identifying number prominently displayed on vehicle in 3 inch minimum letters
2. Brakes
3. Ignition or power shutoff or security systems
4. Vehicle seat belt, if offered by manufacturer
5. Horn or audible warning device
6. Rear view mirrors
7. Slow moving vehicle safety triangle on rear of vehicle OR warning lights on front and rear of vehicle or top mounted strobe light if vehicle is unable to travel at the same speed as normal traffic
8. Equipment tie downs for service vehicles
9. Lights (head, tail, brake) for all night use vehicles
10. Any utility cart capable of being operated in excess of 15 miles per hour shall be equipped with seat belts and lights regardless of time of day or night use

### **Vehicle Fueling and Storage**

All operators must receive department specific fueling instructions when applicable and all vehicles must be charged and stored in approved sites. Each of these sites will take into account machine specific hazards (e.g. flammability of fuel, off gassing of hydrogen from battery charging). Chargers for low speed electric vehicles must be plugged directly into a ground fault interrupter receptacle. Extension cords shall not be utilized unless the vehicle is specifically approved for such and this use is noted during the Inspection and Registration process.

### **Attachments**

1. Safe Operating Procedures – Attachment A
2. Cart Safety Inspection Checklist – Attachment B
3. Safety Program Operator's Acknowledgment Form – Attachment C



## Utility Cart Safe Operating Procedures NMSU UCSP - Attachment A

1. 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. Drivers shall make all reasonable efforts to avoid colliding with, or coming unreasonably close to, pedestrians. Pedestrians as defined in this document refer to: persons walking, jogging, inline skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.
2. Utility carts shall be operated in compliance with the common "rules of the road" regardless of whether they are being operated on sidewalks or roadways.
3. Utility carts shall only be operated within the confines of University premises.
4. When crossing or temporarily operating on university roadways, stay to the right to avoid impeding vehicular traffic and follow all traffic rules.
5. Utility carts must be parked and/or operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.
6. When the cart is to be left unattended, turn the key to "off" position. Remove the key and lock the brake.
7. Stop utility carts at all blind intersections and sound the horn before proceeding.
8. Slow down before turns. All turns shall be executed at reduced speeds. Operators of utility vehicles which are not equipped with turn indicators must use appropriate hand signals.
9. Check the area behind the vehicle before backing up.
10. Drive the vehicle only as fast as terrain and safety considerations allow.
11. Avoid all walkways less than six feet wide. The recommended speed on walkways is 5 mph and in a congested area, the speed should be no faster than the average of pedestrians walking in the same area.
12. Take special care while driving utility carts through parking lots. Do not operate at speeds in excess of 10 miles per hour in these areas.
13. Operate or park utility carts only on hard surfaces unless the vehicle is specifically designed for and used for grounds maintenance.
14. Do not park utility carts within 20 feet of the entrance or exit of any building, except at loading docks.
15. All occupants in the cart shall keep hands, arms, legs and feet within the confines of the vehicle while it is in motion, except as necessary for the driver to indicate turning movements.
16. All occupants must observe the limit of one person per seat (two per bench seat).
17. All occupants must remain seated and hold on while the cart is in motion.
18. Follow manufacturer load ratings for utility carts equipped with a back carriage. Overloading decreases maneuverability and safe operation.
19. Employees shall not operate utility carts owned by other departments unless approval has been granted by the supervisor of the department/unit to which the vehicle is owned.
20. Each utility cart shall be operated in accordance to the manufacturers "Safety and Operation Instructions" which should be included in the Department's cart specific instruction.
21. All accidents involving utility carts shall be reported immediately to the supervisor of the department to which the vehicle is registered, and then to Environmental Health & Safety, regardless of whether property or personal injury occurred. Police reports and Employer's First Report of Injury shall be filed as appropriate.
22. Driving violations or violations resulting from non-operational safety equipment will be issued to the individual operating the utility cart. Operators must provide timely notification of safety and maintenance concerns regarding utility carts to the supervisor of the department to which the vehicle is registered and should refuse to drive any vehicle lacking required safety equipment.



Envir. Health & Safety  
 1620 Standley Dr., Acad. Research C,  
 MSC3578, Box 30001,  
 New Mexico State University,  
 505-646-3327 / 646-7898 fax

## Utility Cart Safety Inspection Checklist NMSU UCSP – Attachment B

<b>Department:</b>	<b>MSC:</b>	<b>NMSU Tag #:</b>
<b>Vehicle Description:</b>	<b>Model:</b>	<b>SN:</b>
<b>Other identifiers:</b>		
<b>Utility Cart Required Equipment</b>	<b>Present and operational</b>	<b>Needs repair or installation</b>
Brakes		
Ignition or power shutoff or security systems		
Vehicle seat belt, if offered by manufacturer		
Horn or audible warning device		
Equipment tie downs for service vehicles		
Lights (head, tail, brake) for all night use vehicles		
Mirrors if cargo or other equipment blocks rear vision		
Trailers require tail and brake lights		
Slow moving vehicle safety triangle on rear of vehicle <u>OR</u> warning lights on front and rear of vehicle <u>OR</u> top mounted strobe light <small>*Required if vehicle is unable to travel at the same speed as        mal road roadway traffic</small>		
Any utility cart intended to be operated in excess of 15 miles per hour, shall be equipped with seat belts and lights regardless of time of day or night use		
Unique identification number displayed on utility cart (License or other identifier if present)		
Vehicle inspected by:	Inspected on this date:	
Department Head:	Date:	
Copy sent to <b>Environmental Health &amp; Safety, MSC 3578</b>	<b>On this date:</b>	
Unique ID # issued by EH&S		



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**Operator's Acknowledgment Form**  
**NMSU UCSP - Attachment C** (Rev. Nov 14, 2008)

Employee Name (print): \_\_\_\_\_

Department: \_\_\_\_\_

Dept. Phone: \_\_\_\_\_

Mail Service Code: \_\_\_\_\_

Room Number / Building: \_\_\_\_\_

Supervisor/ Department Head (print): \_\_\_\_\_

Cart(s) Registration ID# (to be stenciled on  
 vehicle): \_\_\_\_\_

**Operators Acknowledgement:**

In order to operate utility carts on NMSU Las Cruces campus, I acknowledge that:

- a. I have read and understand the Utility Cart Safety Program
- b. I understand my responsibilities and will comply with all Safe Operating procedures
- c.  I possess a valid driver's license and give my permission to EH&S to validate.

State: \_\_\_\_\_ Number: \_\_\_\_\_

**OR**

- I have attended Defensive Driving and have a valid permit to drive university vehicle.
- d. I have been instructed on the specific operation and use of the utility cart that I will be operating.

Operator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/ Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Index # \_\_\_\_\_ Fund # \_\_\_\_\_

Environmental Health & Safety will charge \$10 for NM driver license verification to the Departmental index listed above. The fee is waived if verification has been completed by EH&S within six months of this application. Out of state fees can be obtained by calling 646-3327.

**To obtain Utility Cart Operating Permit:**

**Send this completed form and copy of operator's driver's license to Environmental Health and Safety, MSC 3578 or Fax to 646-7898**