

TAFT COLLEGE

Utility Cart Safety Guidelines

Introduction

Golf carts, utility carts, and similar vehicles are indispensable for multiple departments and versatile in their applications. These Utility Cart Safety guidelines aim to enhance safety for employees, students, and visitors, mitigating potential harm or vehicle damage. The goal is to promote awareness of hazards and prevent misuse or negligence.

Safety Guidelines

- Physically check behind the vehicle before backing up, rather than relying solely on mirrors or memory.
- Securely fasten any loaded cargo or tools in the vehicle.
- Back up at a slow speed.
- Remain seated and hold on while the vehicle is in motion, and use seatbelts if available.
- Alert passengers about upcoming turns or bumps.
- Exercise caution and adjust your speed according to the prevailing conditions, especially during inclement weather.
- Adhere to the campus speed limits: 10 MPH on asphalt and 5 MPH on concrete.
- Exercise extreme caution during turns, blind corners, backing, and in parking lots, main roadways, and crowded areas.
- Always yield the right-of-way to pedestrians.
- Avoid attempting to pass through narrow passages or tight spaces, particularly in parking lots. When in doubt, choose another route.
- Keep all limbs inside the vehicle until it has come to a complete stop.
- District vehicles without a license plate and current registration cannot be driven on city streets, except for crossing at a 90° angle.
- Stay vigilant for potholes, dips, and uneven surfaces.
- Maintain constant awareness of pedestrians and other vehicles, particularly in parking lots, crosswalks, and main roadways.
- Do not exceed the vehicle's capacity by overloading it with passengers or cargo.
- Engage the parking brake or turn the ignition to the "off" position and take the keys when parking.
- Immediately report any maintenance issues, such as faulty brakes, leaks, or worn tires, to your departmental supervisor.
- Cease using the utility vehicle if any safety systems are not functioning properly.
- Report any accidents promptly to Campus Safety and your supervisor.
- Refrain from engaging in horseplay and always prioritize safe driving.
- Never text while driving; if necessary to use a cell phone, pull over and come to a complete stop.
- Use District vehicles solely for Taft College-related business within the campus vicinity.
- Exercise extra caution when traveling on main roadways within the campus area, be mindful of surrounding street vehicles, and use traffic controls and designated crossings whenever available. Remove any obstructions obstructing your view of oncoming traffic.
- Securely store any vehicle that will be unattended for longer than a few hours

TAFT COLLEGE

Utility Cart Safety Guidelines Acknowledgement

Employee Name (please print): _____

Department: _____

Supervisor: _____

Please initial each of the following five affirmations and then sign below.

By initialing and signing below, I acknowledge that:

_____ I possess a valid, current, license to operate a motor vehicle in California (or my home state or U.S. territory), and I am 18 years of age or older.

_____ I have read and understand the Utility Cart Safety Guidelines.

_____ I understand the hazards associated with driving utility carts and agree to abide by the safety guidelines.

_____ I have been provided with the opportunity to ask questions related to these guidelines.

_____ I understand that failure to follow these guidelines could result in corrective action.

Employee Signature

Date

Please send completed signature sheet to: Campus Safety & Security (SC 320). You can also scan the signature sheet and email it to kaltenhofel@taftcollege.edu.