

# TAFT COLLEGE

## Utility Cart Safety Guidelines

### Introduction

Utility carts have become a necessary transportation device for many departments and are used for many types of work purposes. In an effort to increase the safety of employees, students, and visitors, and to avoid situations that may cause injury or damage to vehicles, the following Utility Cart Safety guidelines were developed.

### Purpose

The purpose of these guidelines is to ensure that utility cart operators are aware of the hazards that exist when operating a utility cart, and to prevent unnecessary damage or injuries that result from their misuse or lack of caution.

### Safety Guidelines §

- Always physically check behind the vehicle before backing up. Do not rely on mirrors or memory
- Secure any cargo or tools that have been loaded into the utility cart
- Back up slowly
- Remain seated and hold on while the vehicle is in motion (wear seatbelts if provided)
- Warn passengers of any upcoming turns or bumps
- Drive only as fast as conditions allow --- use caution during bad weather conditions
- **SPEED LIMIT ON CAMPUS IS 10 MPH ON ASPHALT, 5 MPH ON CONCRETE**
- **Slow Down and use extreme caution during:**
  - Turns
  - Blind corners
  - Backing
  - Parking lots, main roadways, and crowded areas
- Always give pedestrians the right-of-way
- Avoid squeezing through narrow passages or tight spaces, especially in parking lots (when in doubt, take another route)
- Keep all limbs in the vehicle until it comes to a complete stop
- Unless a cart has a license plate and current registration, it cannot be operated on city streets. You may cross city streets at a 90° angle, but you may not drive on them
- Watch for potholes, dips, and uneven surfaces
- Be mindful of pedestrians and other vehicles at all times—especially in parking lots, crosswalks and main roadways
- Do not overload cart with passengers or cargo
- When parking, engage the parking brake (or turn the ignition to the “off” position)—take keys with you
- Report maintenance problems—such as brakes, leaks, or bald tires—to your departmental supervisor
- Discontinue use of utility cart if any safety systems are not working properly
- Report any accidents to Campus Safety immediately and to your supervisor
- No horseplay—always drive safely
- Texting should **never** be done while driving! Pull over and stop if cell phone use is necessary
- Utility carts are to be used for Taft College-related business within the campus vicinity
- When traveling along or across main roadways throughout the campus area, be extra cautious of the street vehicles around you, and use traffic controls (stop signs) and designated crossings whenever possible. Remove or push aside anything that obstructs your view of oncoming traffic
- Securely store any vehicle that will be unattended for longer than a few hours

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## Utility Cart Safety Guidelines Acknowledgement

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

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

Supervisor: \_\_\_\_\_

By signing below I acknowledge that (***please initial*** all that apply):

\_\_\_\_\_ 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](mailto:kaltenhofel@taftcollege.edu).