



Small Cart Program

Responsible Executive:

Vice President for Administration and Finance

Responsible Office:

Environmental Health and Instructional Safety

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I. Policy

It is the policy of California State University, Fullerton, Environmental and Health and Safety Office to establish a program whereby administrators and operators of small electrical or gasoline powered carts are provided with rules and regulations for safe operation of these carts.

II. Authority

California Code of Regulations Title 8 §3203, 3650, and 5185

III. Scope

The **Small Cart Program** affects all employees, and supervisors of those employees, who operate a small cart during any part of their job duties. Departments in which small carts are operated include but are not limited to the following:

- Arboretum
- Central Plant
- EH&IS
- Physical Plant
- Mailroom
- Parking and Transportation
- Shipping and Receiving
- Physical Education/Athletics/Recreation
- Design and Construction
- Public Safety-
- Parking/Trans.
- Television/Media Support Center
- Titan Shops
- Engineering
- Student Housing
- IT
- Telephone Services

IV. Definitions

Small Cart – utility or transportation vehicle (licensed or unlicensed) used to transport personnel, students, on-campus mail, equipment, goods, or services throughout the Cal State Fullerton property. These vehicles may be either gas or electric powered. In the California Code of Regulations, these vehicles are considered powered industrial trucks.

V. Accountability

Environmental Health and Instructional Safety Office

- A. Develop and administer procedures relating to the Small Operators Program.
- B. Coordinate the program with departments listed in Section 3.0

- C. Work with Physical Plant's Auto Shop in tracking maintenance problems of small carts relating to their misuse.
- D. Ensure departments are administering training by obtaining copies of training records.
- E. Annually review the program for needed changes.

Supervisor

- A. Ensure employees are trained in the operation of small carts prior to their use and every 4 years thereafter.
- B. Ensure employee has a valid driver's license, has taken the University's Defensive Driver Training program, and has filled out form INF254 (Request for Driver's License Information) and submitted it to University Police. Forms are available at the EH&IS website <http://ehis.fullerton.edu> in the Forms tab.
- C. Ensure that carts are kept in safe operating condition and send carts to Auto Shop for maintenance as soon as a problem develops.
- D. Annually review the Rules for Safe Operation of Small Carts with employees.
- E. Monitor the safe driving habits of employees.
- F. Report all accidents. Complete Standard Form 270 and Standard Form 274 if involved in an accident. Forward to Campus Vehicle Inspector, Physical Plant (T100). Incorporate this program into your department's Injury and Illness Prevention Program. Maintain training documentation.

Employees

- A. Maintain a valid driver's license and a good driving record.
- B. Take Defensive Driver Training every 4 years.
- C. Submit form INF254 to University Police.
- D. Abide by all rules and regulations in this program.

VI. Program

The following program is intended to assist you in training individuals on the safe operation of all four wheeled electric and gasoline powered carts used on campus.

Training

Training on small carts is required every 3 years and can be conducted by the employee's supervisor or Environmental Health and Instructional Safety. Training must include the following:

- A. Review of the Small Cart Operating Procedures (**Attachment A**).
- B. Review of the daily and weekly maintenance required of carts.
- C. Use the Cart Operator Training sheet (**Attachment B**) to conduct a practical exercise with the new driver until they can satisfactorily operate the cart. The operator and the supervisor must sign the Cart Operators Training sheet and training documentation verifying they have been instructed on the above information.
- D. A signed copy of the Cart Operators Training sheet should be sent to EHIS and a copy kept in the employee's file.
- E. Annually review the rules and regulations with the driver.

Daily Maintenance:

- A. Windshields and windows shall be kept clear of anything that may obstruct the vision of the driver.
- B. Brakes shall be tested by the driver at the start of each day.
- C. The accelerator pedal shall be checked daily for smooth and non-binding movement (in neutral position).
- D. If so equipped, lights and other signaling devices shall be inspected daily.

Weekly Maintenance:

- A. **Electrical Carts.** Check all batteries and add water as needed. Keep battery tops free of dust and dirt by cleaning with baking soda and tap or distilled water.
- B. **Gasoline Carts.** Check oil level. Any detected gas vapors should be reported to the Physical Plant Auto Shop (ext. 3494).
- C. **Check tires** for proper air pressure.

Any problems discovered during operation or in the course of routine maintenance should be immediately reported to the Auto Shop or the Facilities Management Service Center, ext. 3494.

Battery Charging of Electrical Carts

- A. Batteries emit explosive gases. During normal operation the concentration of these gases is rarely sufficient to be considered dangerous unless flame or sparks occur in the battery compartment close to the vent holes in the battery caps. It is important that this not be allowed to occur at any time. **During the charging process, emissions are greatly increased.** Any area in which charging batteries are confined must be well ventilated, and flame, sparks, or lighted cigarettes must be kept out of the charging area and away from ventilator openings associated with the charging area. Battery connections must not be disturbed while batteries are being charged. The following are procedures for safe battery maintenance:
- B. Do not fill an uncharged battery. Bring water level up to just cover the plates, and complete filling after battery is fully charged. Use distilled or tap water. Fill only to level indicated on battery. Batteries which require unusually frequent watering may indicate overcharging.
- C. Refill batteries in a well ventilated area. Disconnect the charger prior to refilling.
- D. Charge batteries in a well ventilated area.
- E. Wear a face shield when adding water and servicing the battery.
- F. Do not use metal tools while servicing the batteries. These could accidentally be dropped on the battery with the possibility of a resulting explosion.
- G. Make no modifications to the battery or charger without Auto Shop approval.

If you have any problems with your carts, do not attempt to do the work yourself. Call the Auto Shop (ext. 3239) for assistance.



Small Cart Operating Procedures

The following rules pertain to both electric and gasoline operated small carts.

1. Only drivers authorized by the University and trained in the safe operation of small carts shall be permitted to operate such vehicles.
2. All new cart operators must receive training before they are allowed to operate a small cart.
3. Stunt driving and horseplay are prohibited.
4. No passengers will be permitted on carts unless provided with adequate seating. No one is permitted to ride on the running boards, fenders or any part of the cart except on the seats.
5. Use seatbelts for operator and passenger if the cart is so equipped.
6. Operators or passengers shall not jump on or off carts in motion.
7. Carts should be driven on University streets whenever possible. In the event a sidewalk must be used, speed should be no faster than the average pedestrian. Allow pedestrians the right of way.
8. Unlicensed carts may not be driven outside the campus boundaries.
9. Carts shall not exceed 20 mph on all campus roadways.
10. Operators shall be familiar with and observe all established traffic laws. Citations will be issued for violation of traffic and speed laws.
11. Materials and equipment shall be loaded so they will not cause a hazard by shifting or falling off.
12. Do not exceed the maximum load capacity of the cart.
13. Top heavy equipment is especially dangerous and should be secured near the center of the cart to avoid tipping. Be extremely careful during turning maneuvers. Carts are particularly subject to tipping on uneven athletic fields and curbing.
14. No cart shall be operated at night without properly working headlights and taillights.
15. Do Not
 - Allow your passengers to hang feet, legs or arms out of the carts.
 - Drive with more people than the cart is designed to carry.
 - Drive or park on grassy areas unless an emergency.
 - Operate carts off university property.
 - Park carts in areas that would obstruct the means of egress from the buildings.
 - Play or rough house on carts.



CART OPERATOR TRAINING

Prior to allowing a new cart driver to operate the vehicle on their own, the driver must be instructed in the following:

1. **Loading Operations**
 - Equipment safely loaded to avoid a high center of gravity ()
 - Equipment tie down demonstration ()
2. **Battery Charging**
 - Maximum charge time ()
 - Connection procedures demonstrated ()
3. **Operation of Controls**
 - Lights, turn signals, and horn located and tested, if so equipped ()
 - Emergency brake located and engaged. ()
 - Accelerator and brake pedal identified. ()
 - Forward-reverse switch located and its operation demonstrated. ()
4. **Demonstrate the following equipment and driving maneuvers.**
 - Turn signals or hand signals ()
 - Brakes ()
 - Steering ()
 - Emergency brakes ()
 - Forward/reverse switching ()
 - Forward Turns ()
 - Reverse Turns ()
 - Backing ()
5. **Driving on Campus**
 - Drive on campus roads. ()
 - Locate all authorized parking areas ()
 - Speed limits observed ()
6. **Driver receives copy of operator guidelines.** ()
7. **Date Driver received Defensive Driver Training** (xx/xx/xx) ()

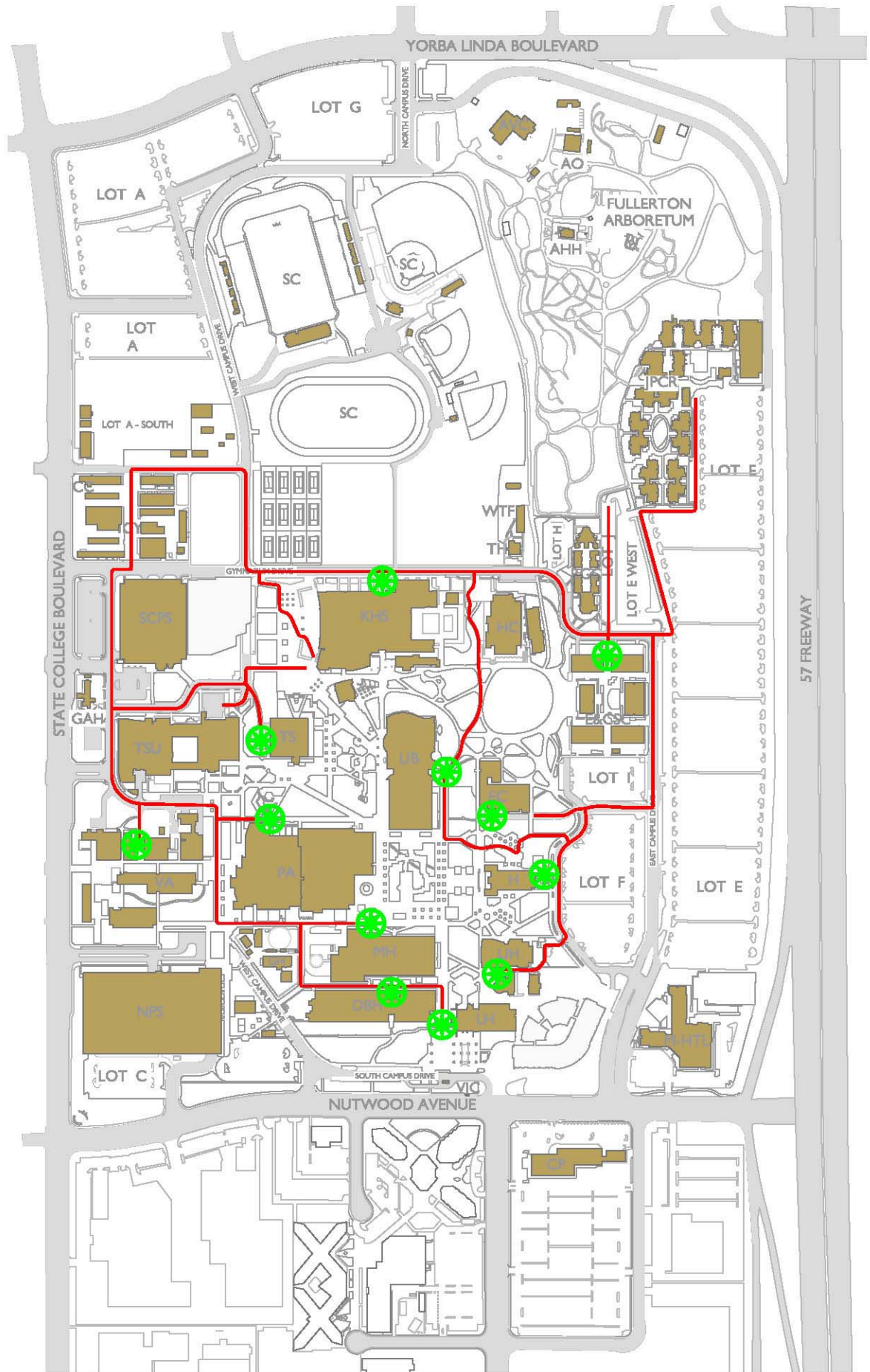
I have received training and am checked out in all the areas listed above. I understand that it is my responsibility to drive safety and obey all traffic laws.

Operator's Printed Name _____ Department _____

Operator's Signature _____ Date _____

Supervisor's Signature _____ Date _____

SEND A COPY OF THIS PAGE TO EHS, T1475
Attention: Safety Trainer



 CART PARKING AREAS