

Subject: Motorized Cart Policy
Number: 703
Issued by: Director of Facilities and Planning
Date: October 15, 2003

The following guidelines are provided to promote the safety and security of motorized cart operators and passengers, as well as pedestrians and those driving and riding other vehicles on campus. Department supervisors are responsible to ensure that personnel in their respective units are provided these guidelines should they routinely or occasionally operate a motorized vehicle in the performance of their duties to the University. New operators must receive operator orientation prior to their first use of a motorized cart. Operators who have received such instruction and fail to abide by these guidelines may be subject to disciplinary action.

I. General Use/ Safety Instructions

- A. Motorized carts are to be used only for official University business.
- B. Speed must be appropriate for the conditions (weather, pedestrian traffic, etc.). The safety of persons and property must be the highest priority.
- C. Pedestrians have the right of way; all motorized carts must yield to foot traffic.
- D. Motorized carts should only be driven on paved/concrete paths unless special circumstances warrant otherwise. Carts must never be driven on public roadways surrounding the campus.
- E. If traversing parking lots, standard traffic patterns and driving courtesies must be observed. Carts must stop before entering the parking lot, and stop or yield in accordance with posted signage in the lot. All cart operators are advised to drive defensively since carts are smaller and more difficult to spot than an approaching automobile.
- F. The posted vehicle capacity must not be exceeded.
- G. Operators shall not deactivate back-up horns.
- H. Heads, arms, and legs should be kept within the confines of the cab, and should not dangle over the edge of the motorized cart.
- I. Carts should not be used to drag or tow passengers, wagons or other items, unless specifically authorized for use.

J. Parked carts must not block entrances to buildings and must not impede access for persons with disabilities (i.e. area by electric door mechanisms must be kept clear). Carts must not be parked on asphalt roadways or along roadside curbs where they would alter the normal flow of traffic.

K. When unoccupied, the brake must be engaged. The cart should be turned off and the keys should be removed.

L. Carts must be returned to an authorized recharging/storage area following use.

II. General Equipment Standards

A. Each cart shall be outfitted with a rear view mirror.

B. Each cart will be equipped with an operating back-up horn

C. For ease of identification, each cart will be marked with a unique number above the passenger-side rear bumper.

D. Reflectors and/or reflective tape will be installed on all carts to enhance driving safety and visibility of carts at night.

E. Passenger capacity will be clearly posted inside the cab of each motorized cart.