



**CART OPERATOR'S
TRAINING MANUAL**

Reviewed 5/8/16

Introduction

Using electric or gas powered carts at the campuses is a tool to assist employees to fulfill their job related duties. Golf Cart/Utility Vehicles are used to transport equipment and people, patrol the campus grounds, and for campus maintenance activities. The safe operation of these carts is the responsibility of each cart operator. This manual has been designed to give you the information you will need to operate a cart safely and the guidelines that you must follow when operating a cart.

Driver Training

Department supervision is responsible to ensure their employees are properly trained prior to allowing them to drive a cart.

Risk Management will approve cart trainers for each campus and employees will need to be trained by one of these qualified instructors. The employee must successfully complete a written test and they must demonstrate their knowledge and ability to drive the cart safely by driving with their instructor during a practical exam.

Qualifications

- Golf Cart/Utility Vehicles owned by the district may only be used for official business by district employees, student employees, and Board approved volunteers who are associated with a campus department.
- Cart drivers must be at least 18 years of age and should possess a valid driver's license. If an employee does not have a valid driver's license, then the department instructor must receive prior authorization from Risk Management.
- Employees must sign-up for the DMV Employee Pull-Notice Program through Risk Management.

General Information

- There are many different styles of carts. Some have enclosed cabs, some have passenger seats on the back, and some have long beds on the back to carry tools and equipment.
- All carts have a brake pedal, an accelerator pedal, a horn, and an emergency brake. Most carts also have headlights, brake lights and taillights.
- Most carts do not have any mirrors, so drivers must be careful to look both in front of them and behind them.

Cart Safety Guidelines

- All drivers must complete a safety check of the vehicle each time you drive the cart. You are responsible for the safe and reliable operation of the cart. If you find a problem, report it immediately to your supervisor and do not drive the vehicle until it has been corrected. Some of the items to include:
 - Confirm that all lights work.
 - Check the brakes.
 - Ensure the steering is precise.
 - Confirm that the horn works.
 - Check the tire pressure. Tires can be filled at the Maintenance Garage.
 - Check for excess tread wear.
- Obey all traffic signs. "STOP" means to come to a complete stop.
- Do not exceed the speed limit of 10 mph. Never drive faster than it is safe to do so. Operators should always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the Golf Cart/Utility Vehicle safely.
- Golf Cart/Utility Vehicle operators will stop at all "blind intersections" and then proceed with caution
- Golf Cart/Utility Vehicles are not to be driven on any landscaped area unless it is the only available way to gain access to the specific area where work is being performed. If the Golf Cart/Utility Vehicle must be on a landscaped area in order to allow a pedestrian(s) the proper right-of-way, it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear
- Drive slowly and carefully at all times, but especially around construction sites, equipment, other vehicles, during inclement weather, and of course, people.
- If you must drive a cart on a sidewalk or in the mall of the college, maintain your speed at a walking pace.
- Ensure that all passengers are seated on seats. Passengers must sit in a position such that they will not fall out of the cart in the event of a sudden movement of the cart. Maximum occupancy of the cart is the number of seats.
- Properly secure all materials that must be transported on the cart and properly hitch trailers and towed equipment.

- Keep all body parts inside the cart while it is in motion. Do not drag your feet.
- Do not drive carts off or over curbs.
- Avoid sudden stops or changes of direction that may result in loss of control.
- Do not operate cell phones or 2-way radios while driving. Pull over and stop before using the phone.
- Park vehicles in authorized areas only. Golf Cart/Utility Vehicles will not be parked:
 - in Fire Lanes
 - in metered parking spaces
 - in Disabled parking spaces
 - in Reserved parking spaces.
 - within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic
- When not in operation, the cart is to be left in gear, the emergency brake must be set and the ignition set in the "off" position and the key removed.
- Carts are not licensed or equipped to drive on public streets. Vehicles must remain on campus at all times.
- Your safety is primary. Drive slowly and cautiously. **Drive defensively.**
- **Pedestrians ALWAYS have the right-of-way.**
- Failure to follow these safety rules could result in disciplinary action.
- Carts are prone to tipping and rolling over, especially the carts with the tall enclosed cabs in the back. Operators should use extreme caution while making turns on uneven surfaces and on hills.
- Carts shall not be operated at night without properly working head, tail and signal lights.

Accident Reporting

Cart operators are responsible for reporting any accident or injury that they are involved in. If you are in an accident, do the following:

1. Stop immediately.
2. Help anyone who is injured.
3. Call for assistance. Call 333 if an emergency.
4. Notify your supervisor.



CART OPERATOR'S WRITTEN TEST

Name: _____ Campus _____ Department _____

1. True False Non-employees may drive district carts as long as they have permission from a supervisor.
2. True False Only trained and authorized employees may operate a cart.
3. True False You may not operate a cell phone while driving a cart.
4. True False If you operate a cart in an unsafe manner, you could lose your privilege to drive carts.
5. True False You should always drive with your lights on at night.
6. True False It is the driver's responsibility to ensure all passengers ride safely.
7. True False You should not drive with your leg hanging out of the vehicle
8. True False It is OK to have passengers ride on the back of a flatbed cart
9. True False Drive at a walking pace near pedestrians.
10. True False Stop signs don't apply to district vehicles
11. True False I should drive slower and be more careful in inclement weather.

SCORE _____



CART OPERATOR'S TRAINING CHECKLIST

Employee Name: _____ Instructor: _____
Campus: _____ Department: _____
Date: _____

Classroom Instruction

Supv. Initial Empl. Initial Date

- _____ I have received and understand the District Cart Training Handbook
- _____ I have successfully completed a Cart safety quiz (Quiz attached).
- _____ I have enrolled in the DMV Pull Notice Program through Risk Management.

Practical Instruction

- _____ I have demonstrated to my instructor my ability to safely operate the cart including:
 - ___ Conducting a pre-operational safety check
 - ___ Proper use of all controls
 - ___ Observing speed limits
 - ___ Slowing at intersections
 - ___ Stopping at Stop signs.
 - ___ Parking and charging vehicle.

I understand that I must operate a Cart in a safe manner at all times.

Employee Signature

Instructor's Signature

Please mail this application and tests to the Safety Department. Retain a copy of the application for your department file.