



**SCOTTSDALE COMMUNITY COLLEGE
UTILITY CART GUIDELINES
EFFECTIVE: JULY 2012**

I. PURPOSE

The following guidelines establish the operational safety measures to be followed by Scottsdale Community College personnel who operate utility carts (electric or gas powered carts and/or similar type vehicles). It is the intent of these guidelines to prevent injury to pedestrians, utility cart operators, and their passengers. The guidelines establish the requirements for safety devices, operating procedures, laws, operator and supervisor accountability, and enforcement.

II. STATEMENT OF GUIDELINES

A. All cart operators must meet the following criteria before operating a cart on property under the jurisdiction of the Maricopa County Community College District:

1. Complete "Utility Cart" Training
2. Possess a valid Arizona driver's license.
3. Full-time out-of-state students who have a valid driver's license from their state of residence are exempted from the requirement of obtaining an Arizona driver's license for only that period of time allowed by Arizona law; however, these students must still know and adhere to the State of Arizona motor vehicle laws.
4. College-owned carts are to be used for college business only.
5. Contractor and vendor owned carts operated on District owned or leased property shall comply with the guidelines stated herein.

B. SAFETY DEVICES

1. The guidelines recognize the importance of appropriate safety devices in an effort to reduce the risk of injury, death, and loss of or damage to property. Therefore, when appropriate, carts must have the following accessories in functioning order:
 - Side and rear view mirrors
 - Headlights
 - Horn
 - Electric Wipers, if applicable to cart
 - Tail Lamps
 - Brakes
 - Backup signal if originally equipped
 - Reflectors
 - Stop Lamps/Brake Lights
2. Future purchases of carts must be four-wheeled vehicles - **no three-wheeled vehicles.**

C. UTILITY CART OPERATING PROCEDURES

College specific procedures must include, but are not limited to, the following items:

1. Operating rules to include equipment safety checks; security of cart ignition keys; driving safety/speed of carts; appropriate use of carts; and cart identification.
2. Determination of acceptable driving areas.
3. Determination of hours of operation.
4. Maintenance and repair guidelines.
5. Enforcement.

D. OPERATOR AND SUPERVISOR ACCOUNTABILITY

Supervisors shall ensure that all operators review the owner's manual for the specific utility cart. If a manual is not available from the manufacturer, the college will provide one. In addition, all operators shall read a copy of these guidelines, the attached related procedures, and any amendments to them. For OSHA compliance record keeping, verification that all utility cart operators have received the above information must be kept in a central file.

E. ENFORCEMENT

The immediate supervisor and any utility cart operator must review these guidelines and related campus specific utility cart procedures and amendments annually or as situation warrants, and provide each operator with a copy of such.

Violations of the guidelines will be reported to the Public Safety Office as an Incident Report. The operator's supervisor shall be notified. The privilege of operating a utility cart may be revoked at anytime.