

**SCOTTSDALE COMMUNITY COLLEGE
UTILITY CART PROCEDURES**

A. OPERATION OF THE UTILITY CART

1. An operator should conduct a safety check on the utility cart prior to operation, i.e. check lights, brakes, back-up alarm, hazard light, horn and tire pressure. Periodic checks should be performed by the operator according to the owner's manual. If any repairs are needed, the utility cart must be taken out of service until proper repairs are completed.
2. Cart operators are to use extreme caution at all times.
3. Cart operators are responsible for ignition keys for the period of time in which they are using the vehicle. **Keys shall not be left in carts.**
4. The cart must come to a complete stop before proceeding through intersecting sidewalks or other areas that have blind spots or, when the operator cannot predict the actions of a pedestrian or other vehicle operator.
5. Use of cell phones and pagers are prohibited while driving a cart. Operator must pull over and stop to make or receive calls or messages.
6. Operators may not wear headsets while operating carts; a single ear bud would be acceptable.
7. Operators must account for the fact that a pedestrian may be physically impaired and/or unable to hear or see the cart, or unable to move quickly. At all times, carts must yield to pedestrians.
8. Operators must account for conditions that may make sidewalks and other surfaces slippery. This includes rain, wet grass, sand, and oil.
9. Carts shall not block exits, entrances, stairs, sidewalks, fire hydrants, fire lanes, or handicap ramps.
10. Carts are not to be overloaded, i.e., carrying more passengers than seating provided or overloading the cart's recommended carrying or load capacity.
11. Loads shall not extend more than one foot from either side or front of the cart. Loads that extend more than three feet from the rear of the cart must be flagged.
12. Carts shall not exceed 10 mph on all campus roadways. When on sidewalks, malls or pedestrian areas, speed should be no faster than the pedestrian pace and must not exceed 5 mph. **The operator must not attempt to move pedestrians out of the way by intimidating them, (i.e. using horn or verbal abuse). Remember that pedestrians have the right-of-way!**

13. The bed of the utility cart is not meant to carry anyone, and this practice shall not be allowed. The operator and passenger must keep their bodies inside the limits of the cart (except when using hand signals). Occupants are to remain seated until the cart comes to a complete stop; no jumping on or off of a moving cart is allowed.
14. Operation of utility carts on public roads is prohibited with the exception of crossing from one side of the road to the other side, using crosswalk. Operators shall come to a complete stop before attempting to cross.
15. At intersections equipped with electronic pedestrian walkway signs, operators shall proceed to cross, when instructed to do so, by slowly driving parallel to the pedestrian crossing.
16. The parking brake must be set when not in transit.
17. Utility carts are not to be parked in regular, designated vehicle parking areas. Carts shall be parked in areas as specified by operator's supervisor, or out of main pedestrian and vehicle traffic.
18. The name of the college department and MCCCCD identification number must be displayed prominently on the college-owned carts. The original manufacturers vehicle tag must remain in tact. Contractors and other non-affiliated departments/companies, corporations, etc. must display company name and vehicle identification number (VIN) on their carts at the owner's expense.

B. DRIVING AREAS

1. All caution should be taken to avoid driving in central (interior) corridor areas at all times but specifically during high pedestrian traffic times. Asphalt, concrete/sidewalks are considered acceptable driving areas on outside perimeters. Operators shall yield to pedestrians.
2. Care should be taken to avoid more than one cart parked on the same sidewalk (same general location) and potentially restricting pedestrian traffic.
3. At Scottsdale Community College all effort shall be made to avoid parking carts on sidewalks. Grassy areas close to entrances will be identified and considered appropriate for parking.
4. All caution should be taken to avoid driving on **wet grass, mud and/or standing water on the lawns** to minimize the damage to landscaping. Asphalt, concrete/sidewalks are considered acceptable driving areas. Operators shall yield to pedestrians.
5. If campus infrastructure requires crossing a public road, operators shall use traffic lights at intersections. Operators shall look in all directions prior to crossing. Cart operators shall use directional or hand signals before making a turn. Carts are not equipped for driving on public roads.
6. Operators must report any accidents to the Public Safety Office and to the operator's supervisor. Public Safety will forward cart accident information via an incident report to the responsible VP's and Risk Management offices for information/processing.

C. HOURS

Department should exercise planning deliveries and work related projects/ trips to avoid peak pedestrian times. Campus emergency responses are exceptions to ensure the safe and continuous operation of the campus.

D. MAINTENANCE AND REPAIRS

1. Departments are responsible for keeping all original equipment and safety features in good working order. Carts must have the following minimum safety equipment in place; active back up signal, brake lights, horn and rear view mirror(s).
2. Supervisors shall ensure that utility carts receive preventative maintenance and service checks as prescribed by the owner's manual. All maintenance and repairs to utility carts shall be made by designated repair service and documented.
3. Modification or tampering with a cart's governor is prohibited and is a violation of federal law.

E. ENFORCEMENT

The immediate supervisor and any utility cart operator must review these procedures and relate campus specific utility cart procedures and amendments annually and provide each operator with a copy of such.

Violations of these procedures will be reported to the Public Safety Office as an Incident Report. The operator's supervisor, OHS Manager and VP of Administration will be notified. **The privilege of operating a utility cart may be revoked at any time.**

The following action will be followed:

1. **Cart violations documented and reported to management.**
2. **Repeated violations will lead to dismissal of cart privileges for operator in question.**
3. **Continued violations will lead to confiscation of cart.**

F. SIGNATURES

I have read the Utility Cart Guidelines and related procedures. I have reviewed them with my supervisor, and I understand and agree to follow them. I further understand that any violation of the above guidelines and procedures could lead to disciplinary action.

Utility cart Operator:

Date

Name (Print)

Name (Signature)

Supervisor:

Date

Name (Print)

Name (Signature)

Valid ADL on file: (supervisor to view employees valid AZ driver’s license and initial)