



HERNANDO COUNTY SCHOOL DISTRICT

Utility Cart Safe Operating Procedures

Annual Review

1. Utility carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way at all times. Drivers shall make all reasonable efforts to avoid colliding with, or coming unreasonably close to, pedestrians. Pedestrians as defined in this document refer to: persons walking, jogging, inline skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.
2. Utility carts shall be operated in compliance with the common "rules of the road" regardless of whether they are being operated on sidewalks or roadways.
3. Utility carts shall only be operated within the confines of District premises.
4. When crossing or temporarily operating on District roadways, stay to the right to avoid impeding vehicular traffic and follow all traffic rules.
5. Utility carts are to be operated by only those District Personnel that hold a valid drivers license and are at least 18 years of age.
6. Utility carts must be parked and/or operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.
7. When the cart is to be left unattended, turn the key to "off" position. Remove the key and lock the brake.
8. Stop utility carts at all blind intersections and sound the horn before proceeding.
9. Slow down before turns. All turns shall be executed at reduced speeds. Operators of utility vehicles which are not equipped with turn indicators must use appropriate hand signals.
10. Check the area behind the vehicle before backing up.
11. Drive the vehicle only as fast as terrain and safety considerations allow.
12. Avoid all walkways less than six feet wide. The recommended speed on walkways is 5 mph and in a congested area, the speed should be no faster than the average speed of pedestrians walking in the same area.
13. Take special care while driving utility carts through parking lots. Do not operate at speeds in excess of 10 miles per hour in these areas.
14. Operate or park utility carts only on hard surfaces unless the vehicle is specifically designed for and used for grounds maintenance.
15. Do not park utility carts within 20 feet of the entrance or exit of any building, except at loading docks.
16. All occupants in the cart shall keep hands, arms, legs and feet within the confines of the vehicle while it is in motion, except as necessary for the driver to indicate turning movements.
17. All occupants must observe the limit of one person per seat (two per bench seat).
18. All occupants must remain seated and hold on while the cart is in motion.
19. Follow manufacturer load ratings for utility carts equipped with a back carriage.
20. Overloading decreases maneuverability and safe operation.
21. Employees shall not operate utility carts owned by other departments unless approval has been granted by the supervisor of the department/school site to which the vehicle is owned.
22. Each utility cart shall be operated in accordance to the manufacturers "Safety and Operation Instructions" which should be included in the Department's cart specific instruction.

- 23. All accidents involving utility carts shall be reported immediately to the supervisor of the department to which the vehicle is registered, and then to Safety and Security, regardless of whether property or personal injury occurred. Police reports and Employer's First Report of Injury shall be filed as appropriate.
- 24. Driving violations or violations resulting from non-operational safety equipment will be issued to the individual operating the utility cart. Operators must provide timely notification of safety and maintenance concerns regarding utility carts to the supervisor of the department to which the vehicle is registered and should refuse to drive any vehicle lacking required safety equipment.
- 25. Utility Cart Safety Inspection is to be done on a daily basis.

Operator's Acknowledgement:

In order to operate utility carts on Hernando County School District premises, I acknowledge that:

- a. I have read and understand the Utility Cart Safe Operating Procedures
- b. I understand my responsibilities and will comply with all Safe Operating procedures
- c. I possess a valid driver's license and give my permission to HCSD to validate.

State: _____ Number: _____

- d. I have been instructed on the specific operation and use of the utility cart that I will be operating.

Employee Name (print): _____ Employee Number _____

School Site / Department: _____

Work Phone (including extension): _____

Supervisor Name (print): _____

Employee/Operator's Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Send this completed form and copy of operator's driver's license to Risk Management.