



# HERNANDO COUNTY SCHOOL DISTRICT

## Utility Cart Safety Program

This program covers the operation of small utility cart service vehicles in a school district setting. Small utility cart service vehicles, herein referred to as 'Utility Carts', include golf carts, turf vehicles and small rough terrain vehicles *that are allowed on controlled access areas* and or streets of the Hernando School District.

These small utility carts are used to move people, deliver supplies, and carry tools or small equipment throughout the workplace. Operation of utility carts on sidewalks poses risk to pedestrians and therefore requires special training and responsibility to prevent incidents and potential injury. All individuals operating utility carts must be trained before using the vehicles. Reading and understanding the Utility Cart Safety Program (UCSP) and responsibilities of cart operation plus additional machine specific use instruction will serve as the required training to be administered by each department or area utilizing utility carts.

### **Authority and Responsibility**

#### **Risk Management is responsible for:**

1. Developing and administering the UCSP
2. Providing a cart operators permit to authorized drivers which is valid for 3 years
3. Reviewing and updating the UCSP and training material when necessary

#### **Transportation is responsible for:**

1. Performing validation of drivers license for cart operators

#### **Principals, Assistant Principals, Directors and Supervisors are responsible for:**

1. Assuring that each operator is trained before being allowed to use utility carts.
2. Assuring that Application for Cart Operator's Permit and Operator's Acknowledgement Form are completed by each operator and sent to Risk Management with a copy of the operator's driver's license.
3. Assuring that prior to operating a utility cart, each individual:
  - A. Receives machine specific operational instruction
  - B. Receives periodic evaluation, counseling and training as may be appropriate to correct non-compliance with the safety program.
4. Assuring that each utility cart owned, leased, or operated by their department receives annual preventative maintenance and repair services.
5. Assuring that utility cart(s) and operators, within their department, comply with the UCSP.
6. Assuring that utility carts are operated in accordance with the manufacturer's recommendations. Utility vehicles shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle. If applicable, utility carts must be tagged with the maximum load capacity recommended by the manufacturer.

### **Operators of utility carts are responsible for:**

1. Following the UCSP.
2. Acknowledging responsibility and accountability for compliance by completing the Cart Operator's Permit and Operator's Acknowledgement Forms.
3. Having a valid driver's license.
4. Having obtained a utility cart operator's permit (from Risk Management).
5. Having received cart specific operational instructions prior to operating the cart.
6. Understanding their responsibilities and requirements under the UCSP.
7. Providing timely notification of safety and maintenance concerns regarding utility cart to the supervisor of the department to which the vehicle is registered.

### **Utility Cart Required Equipment**

The following equipment must be present and operational on all utility carts:

1. Unique identifying number.
2. Brakes.
3. Ignition or power shutoff or security systems.
4. Vehicle seat belt, if offered by manufacturer.
5. Horn or audible warning device.
6. Rear view mirrors.
7. Slow moving vehicle safety triangle on rear of vehicle OR warning lights on front and rear of vehicle or top mounted strobe light if vehicle is unable to travel at the same speed as normal traffic.
8. Equipment tie downs for service vehicles.
9. Lights (head, tail, brake) for all night use vehicles.
10. Any utility cart capable of being operated in excess of 15 miles per hour shall be equipped with seat belts and lights regardless of time of day or night use.

### **Vehicle Fueling and Storage**

All operators must receive department specific fueling instructions when applicable and all vehicles must be charged/fueled and stored in approved sites. Each of these sites will take into account machine specific hazards (e.g. flammability of fuel, off-gassing of hydrogen from battery charging). Chargers for low speed electric vehicles must be plugged directly into a ground fault interrupter receptacle. Extension cords shall not be utilized unless the vehicle is specifically approved for such use and this use is noted during the Inspection and Registration process.

### **Attachments**

1. Utility Cart Safe Operating Procedures
2. Cart Safety Inspection Checklist
3. Application for Cart Operator's Permit and Operator's Acknowledgment Form
4. Utility Cart Safety Training Quiz