PURPOSE
To operate motorized carts in a safe efficient manner and obey the Texas vehicle traffic laws.

SCOPE
This policy applies to all electric, gas and diesel powered carts (including Kawasaki Mules, John Deere Gators, golf carts, etc.) used on university properties.

REQUIREMENTS
Carts are traditionally used to transverse campus common areas quickly and quietly. It is a common practice for them to be used not only for the transportation of persons but for utility purposes as well. They are of significant value to the University for efficiency and economic transportation. Recognizing that a cart is a moving vehicle, Stephen F. Austin State University (SFASU) has established procedures for the safe operation of these vehicles.

Before anyone is allowed to operate a cart on the SFASU campus they shall be required by their supervisor to read this Operation of a Motorized Cart on Campus Plan. They must also sign a copy of this plan stating they have read and understand it and agree to abide by these rules.

The following are basic rules of operating and maintaining carts used for work transportation on the campus and properties owned and leased by SFASU.

- On the campus of Stephen F. Austin State University, the pedestrian always has the right-of-way. Operators of carts will permit this right-of-way. It is the responsibility of the cart operator to ensure the safety of the occupant as well as any pedestrians in the vicinity.

- When approaching a pedestrian from behind the cart operators should warn the pedestrian vocally or by politely tapping the horn.

- Carts should NOT be operated on public streets. If a cart must be driven on or across a public street, all Texas vehicle traffic laws must be obeyed.

- No cart is to be operated with more passengers than seating is provided. No one is allowed to ride in the bed of a cart.

- All occupants in the cart shall keep hands, arms, legs and feet within the confines of the cart at all times when the cart is in motion.

- Never back up without making sure there is no person or obstructions behind the cart.

- Never shift gears while the vehicle is in motion.

- A cart should be operated on campus at a speed equivalent to a well-paced walk. This maximum speed is subject to the terrain over which it is being driven, the weather conditions, and the total weight of the cart and passengers and any equipment being carried.

- Cart operators shall possess a valid driver’s license and observe all Texas vehicle traffic laws such as lane travel, stop signs, etc.

- Do NOT drive the carts on landscaped lawns.

- Reduce speed to compensate for inclines, pedestrians, and weather conditions.

- Maintain adequate distance between vehicles and pedestrian.
• Approach sharp or blind corners with caution. The cart operators should warn possible pedestrians vocally or by politely tapping the horn.

• Use extreme care at building entrances and upon entering/exiting enclosed areas.

• Park in areas that are out of the way and do not impede foot or vehicular traffic.

• Never leave the keys in the cart when unattended.

• When the cart is not in use, the operator must place the cart control lever in the park or neutral position, set the parking braking brake, remove and secure the key.

• When the cart is not in use such as overnight, the unit will be secured behind a locked fence, or with a chain and lock, or other equivalent locking mechanism.

• If the cart is in need of repair or maintenance, it shall not be driven. The department that owns the cart may call the Physical Plant Transportation Department (4411) or an outside vendor for repairs.

• No personally owned carts are allowed on any SFASU owned or leased property.

• Departments should consider appropriate disciplinary action for violations of this safety policy.

• The Equipment and Safety Checklist should be completed prior to cart operation.

• The Battery Recharging Safety Checklist must be followed to avoid personal injury.

• All cart accidents should be reported to the employee’s supervisor and the Environmental Health, Safety, and Risk Management Department (4532).

**Equipment and Safety Checklist**

Before operating the cart, the operator will check the following items:

• Proper tire condition and inflation.

• Brakes for proper operation.

• Any indication of battery fluid leaks such as wet spots under the unit.

• All carts must be equipped with a slow moving vehicle triangle.

• If the cart is in need of repair or maintenance, it shall not be driven. The Department that owns the cart may call the Physical Plant Transportation Department (4411) or an outside vendor for repairs.
Battery Recharging
When recharging the batteries, the following safety rules shall be observed:

- Do not smoke near the recharge station.

- Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.)

- Do not recharge near an open flame or source of ignition.

- Pour baking soda on all spilled battery acid before cleaning up the spill and call the Environmental Health, Safety, and Risk Management Department (4532).

- Wear the necessary Personal Protective Equipment such as safety glasses and gloves. Wash skin thoroughly with cold water if it comes in contact with battery acid. Report all injuries to your supervisor and the Environmental Health, Safety, and Risk Management Department (4532).

- Disconnect all battery charger cords before using the cart.

SUPERVISORS: Please have the employee sign on the dotted line indicating they read, understood and agree to abide by these regulations.

Any questions or concerns regarding cart safety compliance should be directed to:

Environmental Health, Safety, and Risk Management Department
936-468-4532.

Thanks to the University of Sam Houston for contributing to this plan.