The Main Points

Electric Carts:

- departmental authorization and training
- traffic laws
- restrictions around pedestrians
- the “restricted zone”
- OEM guidelines and requirements
Departmental Authorization and Training

Supervisor approves your cart driving privilege using:

- Electric Cart Safety Training (this course)
- State Vehicle Defensive Driving Course
- Demonstration of proper driving technique and knowledge of driving rules and hazards.
- Registration in the University State Vehicle Driver Program
  - California DMV license check
  - Have an acceptable driving history
  - DMV Pull Notice Program
Obey traffic laws required of all licensed vehicles

- CART OPERATORS WILL:
  - Be familiar with all relevant regulations and traffic laws
  - Comply with traffic laws
  - Carry valid CDL
  - **5 MPH** speed limit
  - Operate carts in a safe manner at all times
  - Financial liability for misuse
Misuse of University Vehicles

- Driving without Authorization by University
- Driving without a valid CDL (class & type)
- Allowing non-University Employee(s) to drive
- Engaging in Unsafe Practices
- Falsification of Vehicle/Driver Documents
- Improper Storage of University Vehicle
- Personal Use or for non-University Business Use
- Failure to Comply with any law, regulation or policy regarding use of University Vehicles
Maintain…

Our Pedestrian Friendly Campus
Restricted Zone
Restrictions Around Pedestrians

- **Pedestrians have the right-of-way at all times.**
- The main walkway area is a **restricted zone** between **8:00 a.m. and 6:00 p.m.** (AP 502)
  - East-West travel is permitted across the restricted zone.
  - Restricted North-South travel.
- **Alternative routes to the central walkway.**
  - Supervisors have the responsibility of ensuring personnel are using alternative routes.
- **Electric carts shall not be parked immediately in front of any building entrance or exit.**
- **No carts are to be driven through or parked in the Administration Building Courtyard at any time.**
Public Safety Form for Reporting Violations

Vehicle/Cart Unsafe Practice Report

Location activity observed (be specific):  
Date of occurrence:  
Time of occurrence:  

Name of person driving the vehicle, if known:  
Cart identifier & number:  

Driver's description (unnecessary if known):  
Male  Female  Height:  Weight:  Clothing:  
Department:  Number:  

Passenger's description, if any:  
Male  Female  Height:  Weight:  Clothing:  

Activity observed: (check all that apply)  
Following too close  
Causing an unsafe condition for pedestrians  
Unauthorized occupant in/on vehicle  
Stop sign violation  
Driving too fast  
Weaving in/out of traffic  
Driving on main walkway during restricted period  
Parked & blocking entrance or exit to a building  
Other (describe below):  

Further description of actions observed [if necessary]:  

Name of person reporting observed activity:  
Date of occurrence:  
Time of occurrence:  

Date department having control of vehicle or cart notified:  
Return requested: Yes  No  
Notified by:  

Visio: Vehicle-Cart Unsafe Practice Report
CART PROCEDURES

- Inspect the cart before use.
- Carts shall not carry more people than designed to carry.
- Operators and passengers must keep their legs and arms in the cab at all times.
- Use of cell phones while driving.
- Use of headphones.
- Non-work related use of carts.
- Complaints/allegations of unsafe operation.
CART PROCEDURES (continued)

- Loads are secured. All loads must be properly secured from falling off. Securing by holding the item while driving is unsafe.

- Observe cart load limit. Don’t obstruct drivers view.

- Alterations affecting the capacity or function of the cart.

- Towing carts and proper transport of disabled carts.

- Smoking in carts is NOT allowed. (our electric carts are State Vehicles)
Taylor-Dunn Operating Procedures

- require…
  - Maximum Speed Range 7-15 mph
  - Tow of Vehicle (Flat bed or with Drive Wheels Elevated)
  - Caution in Operating on Inclines of 10% or Greater
  - Observe Driver Training Requirements
  - Keep all parts of body in vehicle while in motion
  - Adhere to Driver Qualifications at all times
Links to Operator’s Manuals

**Taylor-Dunn Operating Procedures**
http://taylordunnparts.com/manuals/
  R_3-80/R3-80_SN136048UP.pdf

**Club Car Owners Manual**
https://xrtdealers.clubcar.com/ownersManuals/
  102189802_0800C1200A.pdf

**Cushman Shuttle**
http://www.cushman.com/service_support/manuals.html
There are many misuses.

Respect your cart.

It is neither a toy nor an automobile…

Unlike your automobile, carts are quite unforgiving.

Use as intended.
Incidents can happen…

Know your cart controls

Expect the unexpected

Rushing will reveal hidden hazards.
Dangers are Out There...

Driving from bright light into dark

Inability to see dark objects then

Slow to dark adapt

Road does not appear rough.

An injury happened here.
**Dangers are Out There…**

A cart should not attempt going over these speed bumps.

Squeeze around them

pedestrians….

…blind intersections
Dangers are Out There…

A worse blind intersection.
Make a full stop!

Circle Drive considerations.
References for cart operation:

- CSULA Inner Campus Cart/Vehicle Policy
  - [http://www.calstatela.edu/univ/ehs/docs/occ_safety/CartPolicy_2010.pdf](http://www.calstatela.edu/univ/ehs/docs/occ_safety/CartPolicy_2010.pdf) (also provided as handout)

- State Vehicle Program and link to Taylor Dunn or OEM’s Safety Rules & Operating Instructions
  - [http://www.calstatela.edu/univ/ehs/rm_vehprog.php](http://www.calstatela.edu/univ/ehs/rm_vehprog.php)
QUESTIONS?