

Policy Purpose

This policy provides guidelines for the use of electric or gas-powered carts, utility carts, low-speed vehicles and/or similar type vehicles (hereafter collectively referred to as a “cart”) on the Clark University campus. The intent is to establish proper safety procedures and practices for the operation and maintenance of carts and to promote and provide for a safe environment for students, faculty, staff, and visitors to the campus.

Applicability

All members of the University community operating carts on property under the jurisdiction of Clark University, including students, faculty, and staff are covered under this policy.

Requirements for Cart Operators

Cart operators must meet the following criteria before operating a cart on the Clark University campus:

- Cart operators must be at least 18 years old and possess a valid driver’s license. All operators must first complete the [Authorization to Obtain a Motor Vehicle Record](#) form. Persons indicating on the form they will operate a golf cart or low speed vehicle will be required to read and agree to the *Requirements for Cart Operators* as outlined here.
- Only personnel with specific permission from their supervisor may operate carts. Carts are not to be operated, for any reason, by minors (under 18), persons not affiliated with the University, or persons not possessing a valid driver’s license. The only students permitted to operate carts are student employees/volunteers with specific permission from the staff member responsible for running the associated program/event. Carts may only be utilized by student employees/volunteers in performance of their program/event related duties.
- Before operating a cart, operators should perform the following inspections:
 - All tires should be reviewed to be sure they are in good condition and properly inflated.
 - Brakes should be checked for proper operation.
 - Vehicle and surroundings should be checked for signs of battery fluid leaks (such as wet spots under the unit).
 - Safety features (seat belts, horn, etc.) should be checked to be sure they are intact and in good working order.

If the cart needs repair or maintenance, it should not be driven and deficiencies should be reported to the operator’s supervisor immediately.

- Cart operators must keep a proper lookout for pedestrian traffic, bicycles, other vehicles, and fixed objects. Operators must be cautious, courteous, and yield to all other traffic, including pedestrians, at all times.
- Pedestrians have the right of way. At all times the cart should be operated in a speed/manner that is reasonable and proper for the current conditions. Speed should be reduced to compensate for inclines, turns, blind corners, pedestrians, and weather

conditions.

- Carts may only be driven on campus sidewalks, paved pathways, and parking areas. Operators must make reasonable efforts to keep carts off the grass.
- No cart shall be parked on a sidewalk so as to block or restrict pedestrian or vehicle traffic. Blocking entrances to buildings, stairways, handicap ramps or main thoroughfares is prohibited.
- When loading and unloading passengers, vehicle must come to a complete stop and the parking brake applied.
- Only street legal vehicles (which can be identified by displaying the appropriate license plate), are permitted to be driven on public streets or roads. If access to a campus location necessitates crossing a public street or road, all traffic laws must be followed. Carts should cross streets at crosswalks, if available.
- Carts must not be used during inclement weather unless designated as essential response equipment. Inclement weather is defined as high winds, iced pavement, flooding, and severe electrical storms.
- Carts shall only be operated within the perimeter of the University’s property.
- Carts may not be operated after dark unless equipped with working head and tail lights.
- All cart occupants must be seated and keep all limbs inside the cart at all times. Use of seat belts is required, if available.
- Carts are not to be overloaded by carrying more passengers than seating provided or overloading the cart’s recommended carrying or load capacity.
- Cart operators may not wear headsets, earphones, or use cellphones (talking or texting) or two way radios while travelling in cart. Operators may use phones/radios only when stopped.
- Operators are required to take cart ignition keys and set the brake when leaving the cart. Cart operators shall be responsible for the security of ignition keys for the period that a cart is assigned to them.
- University-owned or rented carts are to be used for University business only.
- Possession or use of alcohol, tobacco products, and illegal substances is prohibited in carts.
- Any accident or incident involving a cart shall immediately be reported to both University Police and the department responsible for the cart. Operator driving privileges maybe suspended until an accident investigation is completed. Maintenance issues shall be reported to the responsible department.

Supervisor/Departmental Responsibilities

Department is defined as the department/organizational unit that either owns or rents the cart(s)

- The Department will keep all preventative maintenance and repair records related to the cart. Departments are responsible for keeping all original equipment and safety features in good working order.

- The Department is responsible for providing a safe and secure area for vehicle storage when the vehicle is not in use.
- The Department is responsible for all cart regular maintenance and repairs and for keeping the cart in safe operating condition.
- All new cart acquisitions must be approved by the Purchasing Manager, be National Highway Traffic Safety Administration (NHTSA)-certified as a "Low Speed Vehicle", and meet the minimum safety features found in the NHTSA Standard 500. The purchase of used, remanufactured or transferred (from another University department) carts not meeting this standard is prohibited. Currently, the departments that own approved carts are Residential Life and Housing, Facilities Management, Information Technology Services, University Police (EMS), and Athletics.
- Carts may only be rented from vendors approved by the Purchasing Manager. All cart rental agreements must be reviewed and approved by the Purchasing Manager. Whenever possible, NHSTA certified low speed vehicles should be rented.
- The Department will provide for an adequately ventilated area for battery charging. Do not allow smoking in cart storage, recharging, or gas filling areas. Battery charging, service, and maintenance shall be done in accordance with manufacturer's instructions. Battery service and maintenance areas shall be equipped with appropriate protective equipment (safety goggles, gloves, acid neutralizer, eye wash facilities).
- Supervisors will assure that each employee in their department, who operates a cart, is advised of this policy.
- Supervisors will provide hands on training to cart users before they are allowed to drive cart.
- Departments may develop additional policies regarding use of carts, not in conflict with this policy.

Enforcement

Failure to comply with the procedures detailed in this policy may result in disciplinary action, including but not limited to termination of cart operating privileges.