

TEXAS A&M UNIVERSITY-CORPUS CHRISTI

CART SAFETY MANUAL

Prepared by the Environmental, Health and Safety Department

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SUMMARY

This manual controls acquisition and operation of Carts and Cart-type modes of transportation on campus and during TAMU-CC sponsored off campus activities. This manual was created to comply with Utility Cart Safety, Procedure 24.01.01.C0.01.

SCOPE

1. This controls the acquisition and valid business use of Cart-type modes of transportation on campus. It establishes safe operation guidelines, associated risk management issues and enforcement of this manual.
 2. This applies to university employees and contractors who use the specified modes of transportation for Official Business. Any use other than Official University Business is expressly prohibited.
 3. The acquisition of cart-type modes of transportation is limited to departments and contractors upon demonstration of valid business use.
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DEFINITIONS

- Authorized Cart Operator –
 - Current faculty, staff, or student employee.
 - Non-Employees are not authorized to operate carts.
 - Contractors require additional approval through Administrative Operations (AdminOps).
 - Be least 18 years old
 - Possess a valid driver's license,
 - Approval from Department Head or Supervisor
 - Completion of training and driver's evaluation.
- Cart-type modes of transportation – powered by electric or internal combustion engines defined as:
 - "Golf Cart"- Four Wheeled, Cargo Capacity 200 pound (lb.) or greater.
 - "Personnel/Cargo"- Cargo Capacity 500 to 800 lb.
 - "Light Utility"- Cargo Capacity 1000 to 1500 lb.
 - "Heavy Utility"- 1500 to 2800 lb.
 - "High Occupancy"- multi-passenger four (4) or more passengers' capacity.

All cart-type modes are referred to as "Carts" within this document. This does not apply to automobiles, trucks, heavy equipment, motorized wheelchairs, or other assistive devices used by persons with disabilities.

- Valid Business Use – Valid business use is defined as transporting personnel, equipment, or supplies for the University, as well as transporting employees, students, and visitors with temporary or permanent disability needs.
 - **Use of carts for personnel convenience is prohibited.**

CART SAFETY GUIDELINES

1. Carts shall be operated with the utmost courtesy, care, and consideration for the safety and convenience of pedestrians.
Pedestrians shall always be afforded the right-of-way.
2. Safety and consideration shall be applied for persons in wheelchairs or any type of mobility assistance device. Awareness of posed risks to persons with disabilities, including blind, deaf, and mobility impairments is essential.
3. Carts are not to be operated by anyone without a valid driver's license. Employees will notify their supervisor if their driver's license is suspended or revoked.
4. Passenger occupancy must not exceed the passenger limit and load capacity designated by the manufacturer. Only carts designed and equipped to transport multiple numbers of passengers may be used for this purpose.
5. Carts operating on campus roadways must travel in the direction of the flow of traffic and obey State of Texas traffic regulations and signs.
6. The use of cell phones, hands free devices, or other electronic equipment is prohibited while operating a cart. These devices should only be used when the cart is parked and clear of vehicle and pedestrian traffic. This does not apply to passengers. The University Police Department (UPD) and Environmental, Health and Safety (EHS) are exempt from this requirement on an "As-Needed" basis, as the situation dictates, and only when it is safe to do so.

OPERATOR SAFETY INSTRUCTIONS

1. Make sure the cart is in safe working condition before each use.
2. Report any mechanical or equipment defects to your supervisor or motor pool personnel.
3. Disconnect the battery charging cable before driving off.
4. Before starting the cart, assure it is not in gear.
5. Observe the limit of two (2) occupants per seat rule.
6. Check the area behind the cart before backing up.
7. All body parts (feet, legs, and arms) shall be kept inside the cart while it is in motion.
8. Always remain seated and hold on to handrails while cart is in motion.
9. Do not exceed the posted speed limit.
10. Slow down before and during turns. All turns shall be executed at reduced speeds.
11. Maximum speed on sidewalks shall not exceed the speed of the pedestrian traffic.
12. Drive the cart only as fast as terrain and safety considerations allow.
13. Avoid sudden stops or change of direction that may result in a loss of control.
14. Brake to control speed when traveling down an incline.
15. Before exiting the cart, engage the parking brake, turn the key to the off position, and remove the key from the cart.

ROUTES AND PARKING

Refer to the **Cart Map** for authorized routes and parking locations.

Cart Parking:

Cart parking is allowed only in areas designated with green traffic paint, green reflectors, or signage. Signage shall be green in color, with “Cart Parking Only” painted in white letters.

Red reflectors or red traffic paint denotes restricted cart parking locations.

Restricted Cart Parking locations:

- Entrances to buildings, stairways, accessibility ramps
- On named campus roadways
- Fire lanes marked by red curbs
- Locations that block or restrict pedestrian traffic

Restricted Cart Routes:

- Island Boulevard and Sand Dollar Boulevard
- Pedestrian Crosswalk at Natural Resources Center Building at the intersection of Surf Drive and Island Boulevard
- Lee Fountain Plaza
- Pedestrian crosswalk at the intersection of Wavecrest Drive and Sand Dollar Boulevard
- Hector P. Garcia Plaza
- Covered walkways located on the sides of Corpus Christi Hall, Jeff and Mary Bell Library, University Center, Center for the Sciences, Center for Instruction, Center for the Arts, and Bay Hall

As the situation dictates, and while in the performance of assigned duties, the following departments may be required to operate and/or park in those areas of the campus defined as restricted.

- Environmental, Health and Safety (EHS)
- University Police Department (UPD)
- Information Technology (IT)
- Facilities Services (FS)

ACQUISITION AND SURPLUS PROCEDURES

Procurement of cart-type modes of transportation must comply with the following requirements:

- Carts must be acquired through the Purchasing Department using a Requisition Number.
- Carts may not be purchased with a Procurement Card, or other delegated processes, regardless of funding source.
- A Cart Purchase Request form must be submitted to EHS and approved by the Vice President for Finance and Administration.
- Purchasing will not place orders without a documented request approval. The Cart Purchase Request form is available on Purchasing's and EHS's department websites. [Cart Purchase Form \(smartsheet.com\)](#)

Carts are received by Central Receiving. The Property Office will inventory the carts, assign departmental identification numbers, and affix Property Tags. The Facilities Services' Motor Pool will ensure that the required safety equipment and signage is installed on the carts. Central Receiving will contact the respective departments to take possession of the carts.

Carts purchased without Safety Equipment will not be released to the department until Motor Pool installs the required equipment. The equipment installation shall be at the expense of the department.

Refer to the "**Signage/Safety Equipment**" section of this document for required cart safety equipment.

Surplus Guidelines:

Items of surplus/salvage that are not transferrable between departments must be transferred to Central Receiving Warehouse. Departments must create a Transfer Department Property (TDP) in Canopy and route for approval prior to making transfer.

Once the appropriate property transfer has been approved, motor pool will remove all University markings and logos before sending carts to surplus.

Contact the Property Officer for more information on how to surplus your Cart.

SIGNAGE/SAFETY EQUIPMENT

1. Signage/Safety equipment must be included in all the carts.
 - Department or company name and assigned identification numbers will be displayed on the front of the cart.
 - Orange Safety Flag on a 5' fiberglass rod displayed on the cart.
 - Audible alarm signifying that the cart is moving in reverse.
 - Carts must be equipped with rear view mirrors, headlights, horn, break lights, taillights and turn signals.
 - A laminated Cart map must be attached to the front dash of the cart.
2. Additional safety equipment required on Carts that have enclosed cabs and/or enclosed cabs with a cargo box:
 - Outside mirrors.

New or used Carts purchased without Safety Equipment will not be released to the Department until Motor Pool installs the required equipment. The equipment installation shall be at the expense of the department.

CART MAINTENANCE

1. Authorized cart operators will inspect the carts for proper signage and safety equipment. They will maintain the cart as recommended by the manufacturer to ensure that they remain in proper working order.
 2. Carts shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the cart.
 3. Carts that are not mechanically safe to operate or lacking the required safety equipment will be removed from service until the required repairs have been made by either the Motor Pool or by a vendor authorized by TAMU-CC to make cart repairs.
 4. Carts that have been deemed by EHS or the Motor Pool as unsafe to operate, and are NOT the property of TAMU-CC, must be repaired or removed from TAMU-CC property no later than 10 working days after receiving written notification.
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ACCIDENT/MISUSE REPORTING

Report all incidents of misuse, accidents, and injuries to the supervisor of the department to which the cart is assigned, and to UPD and EHS regardless of whether property or personal injury occurred. Police reports will be filed as appropriate. If a University owned cart is involved in an accident with another cart or vehicle, the operator must **Submit a New Incident** report through [Origami](#).

TRAINING AND EDUCATION

1. Cart Training is automated using Smartsheets. Please see *Appendix I "Cart Training Request."*
2. University departments and contractors authorized to operate a cart(s) on the campus of TAMU-CC will ensure that their personnel have a valid driver's license, and that they successfully complete the Cart Safety Training.
3. An authorized cart operator is an individual that, as defined in this procedure, is a current faculty, staff, student-employee, or contractor who possesses a valid driver's license, is at least 18 years old, and who has successfully completed the Environmental, Health and Safety department's online Cart Training and Drivers Evaluation (hands-on training).
4. Training is conducted by EHS. This is scheduled when completing the written portion of your cart training.

It is the responsibility of the department to request a multi-passenger cart from Administrative Operations if one is needed for driver training.
5. Supervisor approval of the Cart Training is a testament to their knowledge and understanding of the Cart Safety Procedure 24.01.01.C01.01 and the University Cart Safety Manual.

COMPLIANCE

1. EHS is responsible for the administration of this program.
2. UPD enforces all traffic and public safety laws and regulations, applicable to the State of Texas, on all University roadways and properties.
3. All supervisors and employees are responsible for compliance with applicable Federal, State, System Regulations, and University Procedures.
4. Operators violating the directives in the Cart Safety Manual and Cart Safety Procedure will receive a violation notification.
5. Cart operators receiving a written citation issued by UPD or Notifications of Violations from EHS will be required to complete a classroom Cart Operator Refresher Training or re-take the online cart training course and driver evaluation (hands-on training). Failure to complete the refresher training may result in the suspension of cart privileges. The decision of what level of retraining is required is at the discretion of the EHS Director.
6. University employees who do not comply with the directives in the Cart Safety Manual and Cart Safety Procedure may face disciplinary actions and/or cart privileges revoked, in accordance with this manual.

The number of infractions or the lack thereof may be considered during an employee evaluation.

APPENDIX I. Cart Training Request- effective January 1, 2023

Step 1: Supervisor will submit a request for cart training for their employee.

[Cart Training Request Form](#)

Step 2: EHS will review request, confirm employment, and departmental need. Supervisor will receive notification of approval or denial.

- If approved, employee will receive a link to the cart training PowerPoint and quiz. At the end of the quiz, employee will schedule the Driver Evaluation (hands-on training).
- All hands-on cart trainings must be scheduled through EHS.

Step 3: Employee will report to the Environmental, Health and Safety office (NRC 1100) on their confirmed hands-on training date/time.

- Employees must bring their valid driver's license with them.

Failure to bring driver's license will conclude the training and employee will have to reschedule.

Step 4: An EHS representative will evaluate the driver on the safe operation of the cart. Upon successful completion, the driver and supervisor will receive a final certificate of completion.

APPENDIX II. Cart Map

