34.01.01.C0.01 Utility Cart Safety

Revised: June 25, 2024
Next Scheduled Review: June 25, 2029
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) is committed to protecting the safety of pedestrians and ensuring the safe operation of utility carts and utility cart-type modes of transportation on campus. The requirements of this procedure apply to all university employees, state/federal agency tenants, contractors, vendors, visitors, volunteers, and student employees, who use the specified modes of transportation for official business. Any use other than official business is expressly prohibited.

Procedure

1. GENERAL

1.1. This procedure applies to utility carts and utility cart-type modes of transportation powered by electric or internal combustion engines including but not limited to:

(a) Standard Golf Cart – capable of carrying people only; two (2) passenger maximum

(b) High Occupancy Golf Cart – capable of carrying people only; more than two (2) passengers

(c) Personnel/Cargo Cart – capable of carrying people and cargo; cargo capacity up to 1,000 lbs.

(d) Light Utility Cart – capable of carrying people and cargo; cargo capacity 1,000 to 1,500 lbs.

(e) Heavy Utility Cart – capable of carrying people and cargo; cargo capacity 1,500 to 2,800 lbs.

1.2. This procedure does not apply to automobiles, pick-up trucks, heavy equipment, motorized wheelchairs, or other assistive devices used by persons with disabilities.

1.3. The acquisition of utility carts and utility cart-type modes of transportation on campus is limited to departments, tenants, contractors, and /or vendors upon demonstration of a valid business need. Utility cart purchases must be approved by the Vice President for Finance & Administration.

1.4. Environmental, Health and Safety (EHS) is responsible for the oversight of utility cart safety. All supervisors and employees are responsible for their compliance with the guidelines outlined in the Cart Safety Manual (see Appendix section of this procedure).

1.5. The Cart Safety Manual contains additional guidelines, the utility cart routes map, and forms. All required forms may be found on the EHS Safety website.

2. UTILITY CART USAGE

2.1. An authorized utility cart operator must possess a valid driver's license and have successfully completed the EHS online Utility Cart Training.

2.2. Any utility cart related incident, injury, or damage should be reported promptly to EHS. Maintenance issues should be reported to Facilities.

2.3. For emergency assistance related to an injury or accident, the University Police Department should be contacted at 361.825.4444.

2.4. Failure to adhere to this procedure or the Cart Safety Manual may result in disciplinary action including removal of utility cart privileges.

Related Statutes, Policies, or Requirements

System Regulation *34.01.01, Health and Safety Programs*

This procedure supersedes:

- *24.02.02.C2.01, Utility Cart Safety*
- *24.01.01.C0.01, Utility Cart Safety*

Appendix

Cart Safety Manual

Contact Office

Contact for clarification and interpretation:	Environmental, Health and Safety 361.825.5555