



Utility Cart-Type Vehicles Plan

Marin Community College District

Operation of Rented or District Owned Utility Cart-Type Vehicles:

I. Purpose

- a. The purpose of this safety plan is to provide authorized district personnel with guidelines so that rented or district owned utility cart-type vehicles are operated in a safe manner to prevent injuries to personnel or damage property.

II. What are Utility Carts?

- a. Motorized vehicles including utility carts and other 3-4 wheeled vehicles that are powered by electric or internal combustion motors. NOTE: This Safety Plan does not apply to tractors or other machinery.

III. Authorized Uses

- a. Transporting equipment/supplies for events, activities, tasks, etc.
- b. Transporting people with disabilities for events, activities, tasks, etc.
- c. Delivering products and goods.
- d. Transporting injured students/staff.
- e. Student use of utility carts is prohibited.
- f. Must have a basic class C license.

IV. Operation

- a. General:
 - i. Vehicles shall not be operated in a manner that may endanger passengers or other individuals (e.g., pedestrians), or harm Marin Community College District property.
- b. Passenger Limit/Load Capacity:
 - i. Do not exceed the passenger limit and load capacity designated by the vehicles manufacturer.
- c. Approved Areas:
 - i. Utility carts shall only be driven on school district property. Utility cart-type vehicles are restricted to designated streets and paths on Marin Community College District property.

d. Prohibited Areas:

- i. Utility carts shall not be driven on public streets or right of ways. Utility cart-type vehicles may only be used to access these prohibited areas in
 - In cases of emergencies
 - For deliveries.
 - If no other means of transporting the equipment/supplies is feasible.

e. Speed Limits:

- i. Drivers must not exceed posted speed limits. Drivers must reduce speed on walkways and in pedestrian areas. In crowded pedestrian areas, Drivers must find a detour if feasible or proceed at a slow walking pace (5 mph).
- ii. Special care shall be taken while driving utility carts through parking lots and on walkways. Utility carts shall not be operated at speeds over 15 miles per hour in these areas.

f. Parking:

- i. When parked the ignition key must be removed from the vehicle and the emergency brake engaged. Parking is allowed only on hard covered surfaces (e.g., asphalt, concrete, brick). Parking should be limited on soft surfaces, including but not limited to landscaping, unpaved surfaces, tanbark, steep slopes, etc.
- ii. Utility carts shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic in heavily traveled areas.
- iii. NOTE: Do not block entrances to buildings, stairways, ramps, or main pathways. Utility Carts shall be at least 6-8 feet away from the entrance or exit of any building except at loading docks.

g. Recharging Electric vehicles:

- i. Electric vehicles will be recharged at locations designated for such use. Use of extension cords from inside buildings is prohibited.

h. Refueling Vehicles:

- i. Fueling will be done at location's designated for such activities. If a vehicle is refueled from a gas can, the vehicle must be grounded.

V. Reporting Accidents/Injuries

- a. Please promptly report all vehicle accidents/injuries to an immediate supervisor.

Marin Community College District | Utility Cart Safety Standards

1. Utility carts shall be operated with the utmost courtesy, care and consideration for all safety and convenience of pedestrians. Pedestrians shall be afforded the right of way at all times.
2. Utility carts shall be operated so that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, sidewalks etc.
3. Drivers shall be responsible for the security of ignition keys for the period that a cart is assigned to them.
4. Authorization to operate a utility cart is contingent on the possession of a valid driver's license and submitting an *Acknowledgment Form* (see below). Employees shall immediately notify their supervisor when their driver's license is suspended or revoked
5. Utility carts shall be operated in accordance with the manufacturer's recommendations. Carts shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.
6. Any utility cart intended to be operated at more than 15 MPH shall be equipped with specific safety features that include, but are not limited to seat belts, windshields, headlights, functional horn, and rear-view mirrors. All speed limits shall be observed.
7. Utility carts shall be tagged with the maximum load capacity recommended by the manufacturer. Utility carts equipped with a back carriage shall not be overloaded.
8. Drivers of utility carts, which are not equipped with turn indicators, shall use the appropriate hand signals.
9. Drivers may not wear headsets, earphones while operating carts.
10. Each driver shall be responsible for providing timely notification of safety and maintenance concerns regarding utility carts to their immediate supervisor.
11. Employees shall not operate utility carts owned by other departments unless the supervisor/manager of the department to which the utility cart is registered has granted approval. The employee must also review this safety plan in full and sign the *Acknowledgment form to send to the Health and Safety Coordinator.*
12. The Health & Safety Coordinator shall obtain and maintain on file, a statement signed by each employee attesting to their knowledge and understanding of the District's Utility Cart Safety Plan (*please see Acknowledgment form.*)
13. Supervisors shall ensure that employees review the districts' Utility Cart Safety Policy at least upon hire, before initial use and after an incident. And shall consider comments, concerns, questions observed or reported, regarding each operator's compliance with this plan.

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Utility Cart Safety Acknowledgement Form

Department: _____

Employee Name: _____

Role: _____

Name of Supervisor: _____

By Signing Below, I acknowledge that:

- I have read the Districts Utility Cart Safety Plan
- I understand the terms and conditions of this Utility Cart Safety Plan
- I have been provided the opportunity to ask questions related to this plan
- I possess a valid driver license to operate utility-cart vehicles

Employee Signature:

Date:

****Please send a copy of this (signed) form to the Health and Safety Coordinator.***