

CART/UTILITY VEHICLE OPERATION

Philosophy:

I. INTRODUCTION

This procedure outlines requirements for the use of electric, solar or gas-powered carts and/or similar utility type vehicles (carts) on all campuses of the USF System in compliance with USF System Policy #6-018, Cart/Utility Vehicle Operations. The intent is to establish minimum operator requirements, equipment requirements, and safe operating procedures to ensure a safe environment for students, faculty, staff, and visitors.

Procedure:

II. OPERATOR REQUIREMENTS

All members of the USF System community are governed by this procedure (students, staff, faculty, visitors, and contractors/vendors). All operators of carts must meet the following criteria before operating a cart on USF System property:

- 1) Possess a valid Florida driver's license or other officially recognized driver's license.
- 2) Know and adhere to the Florida motor vehicle laws and other state, local, and municipal ordinances.
- 3) Successfully complete training on safe operation of carts/utility vehicles at USF to include:
 - a. Completion of on-line training which is provided by the USF Division of Environmental Health and Safety (EH&S), or a trainer certified by EH&S, prior to driving a cart/utility vehicle.
 - b. A statement of understanding will be completed by trainees upon the completion of the training program. This shall certify that they have received training and agree to abide by the policies and procedures of the USF System while operating carts on USF System properties. It is the responsibility of the department to retain copies of certificates and to verify that cart operators have attended the required training.
 - c. All operators must also complete an annual statement reaffirming his or her understanding of/and agreement to all university policies and procedures regarding cart/utility vehicle operation.

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Departments must ensure that all persons operating carts have a valid Florida driver's license or other officially recognized driver's license, have attended training, and operate carts in a manner that is safe and compliant with the USF System Cart/Utility Vehicle Policy and this procedure.

All staff, faculty, students and contractors/vendors responsible for an incident or accident resulting from an unsafe act will be retrained in accordance with the cart safety program. In addition, cart/utility vehicle driving privileges may be revoked by the University at any time if one of the requirements is not met or if it is deemed that an unsafe act occurred.

III. VEHICLE REQUIREMENTS

All carts must have the following minimum safety features if intended to drive on roadways. The acquisition of carts that are new, used, remanufactured, or transferred from another USF System department must meet these minimum requirements:

- 1) Headlights
- 2) Front and rear turn signal lights
- 3) Tail lights
- 4) Stop lights
- 5) Roof
- 6) Reflectors or reflective tape, on each side as far to the rear as practicable, and on the rear
- 7) Interior rear-view mirror
- 8) Impact-resistant windshield
- 9) Parking brake
- 10) USF System vehicle number
- 11) Slow-moving vehicle reflective triangle clearly displayed on the rear of the vehicle

All carts and utility vehicles must have at least four wheels. Three-wheeled vehicles are prohibited for use on USF System business due to stability issues.

USF System-owned carts are to be maintained in accordance with the manufacturer's recommended service schedule.

Repairs and regular maintenance are the responsibility of the department owning the cart. The departments are financially responsible for all repair and maintenance costs (labor, parts, and supplies). The department is required to keep all preventative maintenance and repair records related to the cart. For those services provided by USF Vehicle Maintenance, Vehicle Maintenance will keep such records.

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A central inventory of all carts will be maintained by the campus facilities/maintenance division. Upon departmental receipt of a new, transferred, or donated cart it must be registered with the designated campus facilities maintenance division. This includes:

- 1) Tampa – Facilities Management Vehicle Maintenance Department
- 2) St. Pete – Facilities Services
- 3) Sarasota-Manatee – Facilities Planning and Management

A nominal fee will be charged by facilities/maintenance offices for registering and marking all cart/utility vehicles. Departments will be responsible for covering associated costs.

IV. TRAILER REQUIREMENTS

All trailers pulled by carts must meet the following minimum requirements:

- 1) Tail lights
- 2) Rear turn signal lights
- 3) Stop lights
- 4) Slow-moving vehicle reflective triangle clearly displayed on the rear of the vehicle

All safety features must be kept in good working order.

V. SAFE CART OPERATION

The following procedures must be met for the safe operation of carts in the USF System:

- 1) USF System-owned carts are to be used for USF System business only.
- 2) Personally-owned carts are prohibited from operating on USF System property. However, special consideration will be given to ADA accommodations.
- 3) The maximum speed limit is 25 mph unless otherwise posted. Slow down if conditions in front of you require a slower speed.
- 4) All operators are discouraged from driving carts on the campus roadways **except** when crossing from one side of the street to another or utilizing a roadway where no sidewalk exists.
- 5) Pedestrians **always** have the right-of-way. Carts must yield to pedestrians. Speed is to be reduced to a minimum when driving along or crossing sidewalks to avoid accidents with pedestrians. All drivers are

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- expected to be respectful of pedestrians and keep a safe and comfortable distance from pedestrians who are on walkways.
- 6) Cart operators must be diligent and pay particular attention to the needs of persons with disabilities, as limitations in vision, hearing, or mobility may impair their ability to see or hear carts.
 - 7) Headlights and taillights must be used when operating carts between dusk and dawn and any other time visibility is reduced (e.g., rain, fog, etc.)
 - 8) Modification or tampering with a cart's governor is strictly prohibited.
 - 9) Anyone traveling in carts with factory-installed seatbelts shall wear the seatbelts provided.
 - 10) Cart operators are prohibited from wearing headsets, earphones or using cell phones or other electronic devices while operating carts.
 - 11) Cart operators are prohibited from operating carts on non USF System-owned roadways or roadways outside the boundaries of the USF System.
 - 12) Cart operators are prohibited from operating carts inside, under, or through the confines of USF System buildings.
 - 13) Cart operators must keep all appendages inside the cart when the cart is in motion.
 - 14) Operation of carts or cart trailers with equipment protruding is strongly discouraged. Any equipment that projects beyond the confines of the cart or cart trailer must be well-marked for visibility and extreme care must be taken to avoid striking pedestrians or objects.
 - 15) Carts must not be over loaded. This includes carrying more passengers than seating provided or overloading the cart's recommended carrying or load capacity.
 - 16) Cart operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in carts. Departments are responsible for ensuring all carts are secured when not in use.
 - 17) Cart operators must park carts in designated cart parking areas or away from pedestrian areas. Cart operators shall not:
 - a. Block paths, sidewalks or exit doors

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- b. Limit pedestrian access on walkways or ramps
 - c. Park in, or obstruct access to, parking spaces
 - d. Park in access spaces designated for vehicles with disabled placards
- 18) Cart operators must report any accidents to the operator's supervisor and to the appropriate campus law enforcement or safety/security office representatives, as follows:
- a. USF Tampa Chief of University Police
 - b. USF St. Petersburg Chief of University Police
 - c. USF Sarasota-Manatee Associate Director of Administrative Services
- The appropriate campus law enforcement or safety/security office will forward cart accident information to Environmental Health and Safety for review.
- 19) Cart operators should avoid using carts during inclement weather (significant rainfall, lightning, hail, etc.) and should seek shelter until the inclement weather has passed.
- 20) Cart operation is required to cease at sustained wind speeds of 30mph and above.

Note: This policy does not apply to carts operating on the USF Golf Course, unless carts leave the confines of the course.

NOTE: COMPLIANCE WITH THIS PROCEDURE MUST BE COMPLETED WITHIN SIX MONTHS OF THE ADOPTION DATE.

VI. CONSEQUENCES

The safe operation of carts is paramount. Driving a cart/utility vehicle on campus is considered a privilege and use of University property. Departments are responsible for ensuring that personnel under their direction, including authorized faculty, staff, students and contractors, operate carts and utility vehicles in a safe manner. Failure to follow the USF System policy or procedure, render common practices or courtesies, or follow Florida motor vehicle laws and other state, local, and municipal ordinances when applicable, could result in a traffic citation, appropriate disciplinary action and/or suspension of operator's cart driving privileges.