

ENVIRONMENTAL HEALTH SAFETY AND RISK MANAGEMENT OFFICE

SUBJECT

Motorized Cart Operation

I. PURPOSE

The purpose of this policy is to provide guidelines on the safe operate motorized carts and to comply with Texas state vehicle traffic laws.

II. SCOPE

This policy applies to all electric, gas, propane and diesel powered carts (including golf carts, All Terrain Vehicle – ATV's and Utility Terrain Vehicles – UTV's) used on university properties.

III. EXCEPTIONS

The carts used by those playing golf at Raven Nest golf course. Fork lifts and lawn mowers are excluded.

IV. RESONSIBILITES

Environmental Health Safety & Risk Management (EHS&RM) office is responsible for writing this policy and making any changes.

Supervisors shall make sure their employees read, sign and follow this rules.

Drivers of motorized carts shall read, sign and follow these rules.

III. REQUIREMENTS

Before anyone is allowed to operate a cart on the SHSU campus they must read this policy. It is very important that everyone that operates a motorized cart read and following the operating instructions provided by the manufacturer. The following are basic rules of operating and maintaining carts used on the campus of Sam Houston State University:

- The person operating the cart must be on the Approved Driver's List.
- If the cart has seat belts then they must be used.
- The pedestrian shall be given the right-of-way.
- Cart drivers shall NOT use anything that distracts from the safe operation of the cart, i.e. music player, cell phone, radios, etc.
- If a cart must be driven on or across a public street, all Texas vehicle traffic laws must be obeyed.
- All passengers in the cart must be seated.
- All occupants in the cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
- Make sure there are no obstacles or people behind the cart before backing.
- Park in areas that are out of the way and do not block exits or impede foot or vehicular traffic.
- When the cart is not in use, the driver must place the cart control lever in the park or neutral position, set the parking braking brake, remove and secure the key.
- If the cart is in need of repair or maintenance, it shall not be driven.

IV. Equipment and Safety Checklist

The driver will check the following items:

- The tires to make sure they are not flat and have the proper inflation.
- Brakes for proper operation.
- Any indication of battery fluid leaks such as wet spots under the unit or unusual odors.
- If the cart is in need of repair or maintenance, it shall not be driven. The Department that owns the cart may call the Physical Plant Automotive Shop (4-1897) for repairs.
- When recharging the battery on an electric cart – read and follow the manufacturer’s instructions in the owner’s manual.

V. Battery Recharging

When recharging the batteries, the following safety rules shall be observed:

- Do not smoke near the recharge station.
- Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.)
- Do not recharge near an open flame or a source of ignition.
- Disconnect all battery charger cords before using the golf cart.
- Contact Physical Plant Automotive Shop (4-1897) if there is an acid spill or if a battery appears swollen or warm.
- If you contact the battery acid, wash the area thoroughly with water and report the incident to your supervisor. If there is an emergency call 911.