



Electric Cart Operation Safety Policy

CVUSD Safety Policy:

It is the intent of CVUSD to provide a safe working environment for all employees. It is the goal of the District to protect employees, equipment, facilities, and grounds.

For the purpose of efficiency, the District has provided electric carts to aid employee's transport across property at District school and support facilities. To prevent incidents / injuries, all employees, prior to operating our electric carts, will be trained and authorized in the safe operation of the specific piece(s) of equipment that they will operate.

The safe operation of electric carts is a serious responsibility; therefore, the following policy and procedures have been instituted and will be enforced.

Electric carts pose hazards to employees and pedestrians if they are not operated in a safe manner. Statistically, some common incidents / injuries that we are wanting to avoid include, but are not limited to:

1. Cart overturn
2. Falling / jumping from a moving cart
3. Collision with another stationary object or moving vehicle
4. Collision with pedestrians
5. Injury getting into or out of a golf cart; or
6. Injury to a protruding limb.

General Requirements:

- Only employees trained and authorized in the safe operation of electric carts will be allowed to operate similar or like electric carts in which they have been trained. **Students are prohibited from utilizing District electric carts.**

- Electric cart operation will be made available to those employees whose job duties make it necessary for them to walk significant distances or to move equipment that is difficult or time consuming to move manually.
- Electric carts will not be operated in a manner that would endanger drivers, passengers, or any other individuals (pedestrians) or damage District property.
- Electric cart operators are required to inspect the vehicle prior to each use. Contained in this policy is the daily operational / safety checklist. If the vehicle is found to be unsafe, it must be repaired prior to operation.

Electric Cart Driving Rules:

The following rules shall be complied with during all operations of the District's electric carts:

- **NO ELECTRIC CART SHALL BE ALLOWED TO OPERATE ON PUBLIC STREETS OR HIGHWAYS.**
- Regardless of not operating on a public highway, electric cart operators will observe all California vehicle traffic laws such as lane travel, stop signs, legal passing of vehicles, etc. Consistency with motor vehicle laws will help with safe operation of the cart where other business vehicles, truck traffic, and / or pedestrians are present.
- An electric cart shall be operated only at safe speeds and well below the District's posted / mandated speed limit.
- Electric cart operators must slow down and honk the horn at all intersections.
- Electric cart operators must slow down while turning.
- Towing will be allowed only on electric carts which were designed by the manufacturer for towing. When towing, all manufacturer's safe towing requirements and recommendations must be followed.
- Each person riding in the electric cart (operators and passengers) will be restrained by a seat belt when the cart is provided with seat belts.
- All occupants of electric carts shall keep all body parts within the running lines of the vehicle. Body parts outside the running lines of the cart are exposed to impact hazards associated with fixed equipment and other moving vehicles.
- Drivers and passengers must remain seated at all times during operation.
- Pedestrians always have the right of way.
- When the electric cart is not in use, the operator will place the electric cart control lever in the "Neutral" position and remove the key.

Battery Recharging:

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

- Only an approved battery charger shall be used during charging operations.
- Do not charge batteries near an open flame or other source of ignition.
- Do not smoke near the charging station.
- Disconnect all battery charger cords before using the electric cart.
- In case of acid contact to the skin or eyes, immediately wash / flush the affected area with a copious amount of water (minimum of 15 minutes). Contact your supervisor and / or any by-standers to summon help.
- In case of an acid spill on the ground notify your supervisor or maintenance department so that the neutralization and clean-up of the area can occur as soon as possible. Unless you have been specifically trained and authorized to clean up acids spills DO NOT attempt clean up. Isolate the area and protect other employees/faculty/students from incidental contact with the acid spill.

Training:

Training will be successfully completed prior to an employee being authorized to drive the District's electric carts. The training shall include:

- Procedures for operating the vehicle in a safe manner.
- Procedures for inspecting the vehicle.
- Specific facility, environmental and physical hazards associated with the safe operation of electric carts.
- Areas electric carts are allowed to operate and areas where not allowed to operate.
- What to do if an employee is observed operating an electric cart in an unsafe manner.
- Hands-on evaluation on the specific cart that will be operated.

Enforcement:

Electric cart operators violating this policy may be prohibited from operating the District's electric carts in the future and will be subject to disciplinary actions up to and including termination of employment.

Electric Cart Inspection Checklist

Cart **MUST** be inspected prior to each operator's use

Electric Cart Identification Number:		
Inspected by:	Inspection date:	
Inspect the following parts of the cart, if an item needs to be fixed, ensure it is fixed prior to operation.	O.K.	Not O.K.
Tires: (flat, no tread, cuts, etc)		
Lights: (Head lights, brake lights and/or strobe light as-equipped)		
Horn: (functional as-equipped)		
Charge Level:		
Connections/Cords: (broken connectors, insulation frayed, splices, etc)		
Controls: (steering responsive, key start mechanism not loose, buttons / switches functional, etc)		
Cosmetic damage?		
Comments:		