

Utility Cart Safety Program

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Purpose

This policy provides guidelines for the use of electric or gas-powered carts and/or similar utility type vehicles (carts) on the campus of the College. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty and staff.

Responsibility

Environmental Health & Safety - Develop, maintain, distribute, and coordinate training in accordance with all applicable federal and state regulations, and best industry practices.

Departments – Comply with all policy and program elements.

The Florida Department of Highway Safety and Motor Vehicles and NCF PD restrict golf carts/low speed vehicles for use on facility premises only and limited access roads connecting our properties.

Definitions

A golf cart/service/utility vehicle is any low speed vehicle which is owned, leased or operated on university premises, by University employees, volunteers, contractors, vendors or agents, and students, regardless of size or energy source.

Cart Safety Program

All members of the New College community are governed by this policy (students, staff, faculty and contractors/vendors). All operators of carts must meet the following criteria before operating a cart on property under the jurisdiction of the New College of Florida:

- Possess a valid Florida driver's license.
- Know and adhere to the State of Florida motor vehicle laws.

- Successfully complete Cart Safety Training Program (operator's training will include a signing of a statement of understanding).

Note: NCF employees who will be operating carts are required to obtain a Florida driver's license within thirty (30) days after: commencement of such employment or notice that they will be operating a cart as part of their job duties. Full-time out-of-state students who have a valid driver's license from their state of residence are exempted from the requirement of obtaining a Florida driver's license for only that period of time allowed by Florida law.

1. The safe operation of carts is paramount. Failure to follow this policy, render common practices or courtesies, or follow rules of the road for the State of Florida, could result in citation, appropriate disciplinary action, and/or suspension of operator's cart driving privileges.
2. All new cart acquisitions must meet the minimum safety features found in National Highway Safety and Traffic Administration (NHSTA), Standard 500 (49 CFR Part 571.500), hereafter "Standard 500." As of the effective date of this policy, the purchase of used, remanufactured, or transferred (from another University department) carts not meeting Standard 500 is prohibited. Contractors and other non-affiliated departments/companies, corporations, etc. carts must meet Standard 500.
3. Standard 500 carts must be maintained so that all original equipment safety features are kept in good working order.
4. Minimum Safety features for carts not Standard 500 (acquired by Department prior to effective date of this policy) are to include:
 - Carts must be four-wheeled vehicles - **No Three-wheeled vehicles.**
 - All original equipment safety features must be kept in good working order.
 - All carts and trailers (pulled by carts) must have clearly displayed on the exterior of the cart and trailer the slow moving vehicle reflective triangle.
5. Supervisors must monitor and ensure that all persons operating carts have been instructed in the safe operation of carts and have attended the Cart Safety Training Program.
6. The speed limit for carts off standard roadways is 15 mph.
7. Due caution should be used at all times when on all sidewalks and roadways.
8. In most cases, sidewalks are to be used while right-of-way is to be rendered to all pedestrians. Note: Operators are to use due caution in crosswalks. Carts using pedestrian crosswalks do not have the right-of-way. Carts shall cross US 41, Tamiami Trail, using the Pedestrian Cross walk when available. Pedestrians and bicyclists shall be given the right-of-way.
9. Large carts, those pulling trailers, and utility equipment will need to cross at the US 41 Tamiami Trail intersection.
10. The US 41 Tamiami Trail intersection can be extremely dangerous unless extra caution and care is used when crossing. Only cross on a green light and insure that all on-coming traffic has come to a complete stop. Be cognizant of traffic coming in all directions, including from behind.
11. Modification or tampering with a cart's governor is prohibited and is a violation of Federal Law.
12. The operator must report any accidents to the Campus Police and to the operator's supervisor. Campus Police will forward cart accident information to Environmental Health and Safety (Division of Risk Management) for processing.
13. Cart operators are to use extreme caution at all times.

14. The following outlines procedures for the safe operation of carts:
- Operators may not wear headsets while operating carts.
 - Operators are prohibited from operating carts on roadways outside the boundaries of the College.
 - Carts shall not be operated at night unless properly equipped, i.e. NHSTA Standard 500 Carts.
 - Operators are prohibited from operating carts inside, under, or through the confines of University buildings.
 - Pedestrians have the right-of-way on campus. Carts must yield to pedestrians on sidewalks. SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.
 - Cart operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of carts.
 - Carts are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the cart's recommended carrying or load capacity.
 - The name and telephone number of the College department, and College identification number (provided by Physical Plant at the Department's expense) must be displayed prominently on College- owned carts. Contractors and other non-affiliated departments/companies, corporations, etc. must display company name and vehicle identification number (VIN) on their carts at the owner's expense.
 - 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.
 - Operators must park carts away from heavily traveled pedestrian areas or in designated cart parking areas.
 - Cart operators are not to block the path nor limit pedestrian access on walkways.
 - College-owned carts are to be used for College business only. Personal use is not permitted in accordance with State insurance requirements and NCF policy.
 - All cart operators must attend the Cart Safety Training Program prior to operating a cart.
 - College-owned carts are to be maintained in accordance with manufacturer and Physical Plant's recommended service schedule.
13. 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; however, for those services provided by Vehicle Maintenance, Vehicle Maintenance will keep such records.
14. Departments are responsible for keeping all original equipment and safety features in good working order.
15. Personally-owned carts are prohibited from operating on University property. However, special consideration will be given to ADA accommodations.
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Training

All Utility Cart operators must attend the Utility Cart Safety Training Program prior to operating a cart. Environmental Health and Safety Department will provide training on an as needed basis.

Appendix A

NATIONAL HIGHWAY SAFETY AND TRAFFIC ADMINISTRATION (NHSTA) STANDARD 500 (49 CFR Part 571.500)

§571.500 Standard No. 500; Low-speed vehicles.

S1. *Scope.* This standard specifies requirements for low-speed vehicles.

S2. *Purpose.* The purpose of this standard is to ensure that low-speed vehicles operated on the public streets, roads, and highways are equipped with the minimum motor vehicle equipment appropriate for motor vehicle safety.

S3. *Applicability.* This standard applies to low-speed vehicles.

S4. [Reserved.]

S5. *Requirements.*

(a) When tested in accordance with test conditions in S6 and test procedures in S7, the maximum speed attainable in 1.6 km (1 mile) by each low-speed vehicle shall not more than 40 kilometers per hour (25 miles per hour).

(b) Each low-speed vehicle shall be equipped with:

(1) Headlamps,

(2) Front and rear turn signal lamps,

(3) Tail lamps,

(4) Stop lamps,

(5) Reflex reflectors: one red on each side as far to the rear as practicable, and one red on the rear,

(6) An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror,

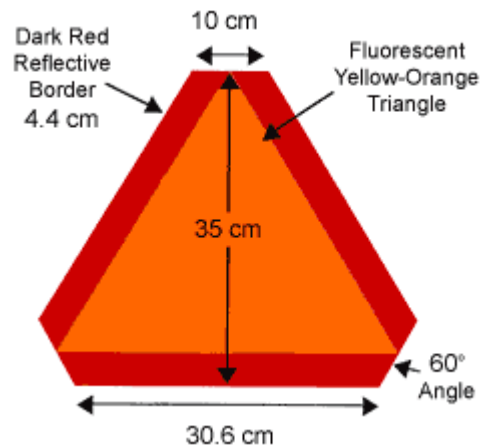
(7) A parking brake,

(8) A windshield of AS-1 or AS-5 composition, that conforms to the American National Standard Institute's "Safety Code for Safety Glazing Materials for Glazing Motor Vehicles Operating on Land Highways," Z-26.1-1977, January 28, 1977, as supplemented by Z26.1a, July 3, 1980 (incorporated by reference; see 49

Appendix B

SLOW MOVING VEHICLE REFLECTIVE TRIANGLE

1. This is an example of the required Slow Moving Vehicle Reflective Triangle:



References

49 CFR Part 571.500; (NHSTA) STANDARD 500
Florida Statutes 316.2122; Operation of a low-speed vehicle on certain roadways;
F.S. 316.212, 2126, and 21265.
Governors Executive Order 2000-292