

# Electric Vehicle and Utility Cart Training



**Norfolk State University**  
**Facilities Safety and Risk Management**

# Introduction Video

- <https://www.youtube.com/watch?v=tP7O0JQr4Bg>  
4 min
- [https://www.youtube.com/watch?v=39fkY\\_Q3kJQ](https://www.youtube.com/watch?v=39fkY_Q3kJQ) 4  
min
- <https://www.youtube.com/watch?v=zzQK-cLeEh8>  
4.30 min (Cartoon)

# Federal Laws and Code of Virginia Related to Low Speed Vehicles

- In 1998 the National Highway Traffic Safety Administration (NHTSA) established a limited set of safety standards for low-speed vehicles (LSVs) intended for vehicles used "to make short trips for shopping, social, and recreational purposes. To qualify as an LSV, a vehicle must have 4 wheels and a top speed of 20-25 mph. **COV-46.2-908.2** Each LSV must be equipped with headlamps, tail lamps, stop lamps, reflectors, mirrors (interior/exterior), a parking brake, a windshield, windshield wipers, speedometers and seat belts.
- LSVs are exempt from most federal safety standards that apply to motor vehicles, and they are not required to meet any criteria for vehicle crashworthiness.
- States, not NHTSA, are responsible for regulating the operation of motor vehicles on public roads and for handling LSV titling and registration.
- ***COV-46.2-300 Low-speed vehicles shall be operated on public highways and NSU University Campus only by persons who hold a valid driver's licenses.***



# NSU Policy Title: Vehicle Driver's License (47-01)

## VEHICLE DRIVER'S LICENSE POLICY CONTENTS

This policy establishes the requirement that employees, students, contractors and vendors who operate University-owned (including golf cart-type vehicles) and rental vehicles must possess a valid, verifiable driver's license from the Commonwealth of Virginia, state of legal residence or the District of Columbia appropriate for the type of vehicle being driven.

This policy complies with the Virginia Department of General Services, Office of Fleet Management, and requirement that the state agencies have a process which guarantees any person authorized by Norfolk State University to drive its state owned vehicles or rental vehicles used to conduct official University business must possess a valid driver's license. It also establishes a method for the University to identify driving restrictions or suspensions placed against the driver's license which may prevent the driver from authorized or continued use of University-owned or vehicles rented to conduct official University business.

This requirement also applies to individuals who operate rental vehicles for University special events. It is the operator's responsibility to notify the University or his/her employer of loss of driving privileges, restrictions or suspensions placed upon their driver's license.

# What is a GEM Cart?

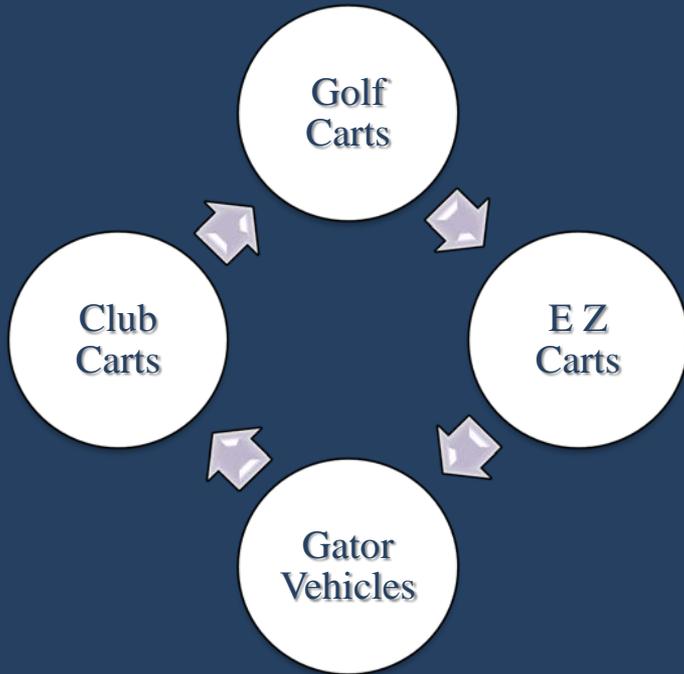
Global Electric Motors (GEM)

Can be operated on many streets with posted speed limits of 35 mph or less.

Must comply with the NHTSA Low Speed Vehicles rules and regulations.



# What is a Utility Cart?



All users must have a current valid driver's license.

Golf carts and Gators are not permitted on public streets. Campus use only!

# Operating a Utility Vehicle

Always make sure that the vehicle is un-plugged from the power source before starting the vehicle.

When exiting, engage break, turn off engine and take key.

Call Mr. Byrdsong (284-0136), Mr. Sivels (328-4999) or Facilities Management at 823-2808 for all towing needs. Do not attempt to tow vehicle.

Walk around the vehicle and visually inspect the tires for proper air pressure and note /report any damage(s) that you observe.

Insure the vehicle has enough power before beginning your trip.



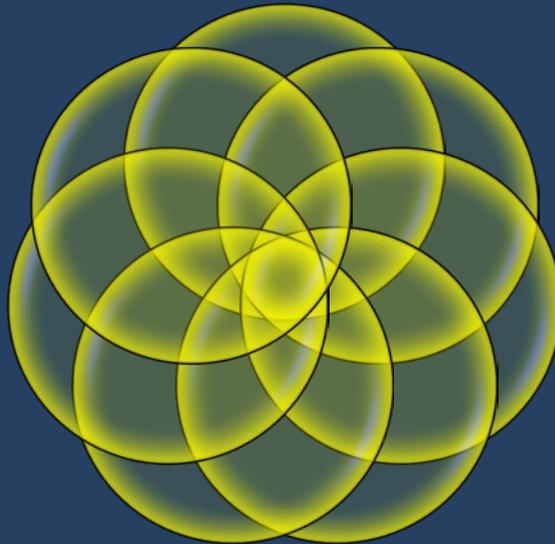
# Utility Cart Safety Guidelines

**Never exceed the  
vehicle  
passenger/cargo  
limit**

**Always balance and  
secure loads**

**Insure there are no  
personnel / objects  
behind you before  
reversing  
directions**

**Stop vehicle before  
reversing directions**



**Passengers are not  
permitted to ride in  
the cargo area**

**Keep arms and legs  
inside the vehicle  
while in motion**

**Set handbrake  
before leaving the  
vehicle**



# On-Campus Safety Guidelines



Never drive or park vehicle on the grass.

Ensure load you are carrying is secure.

Be wary of students using headphones or texting while walking. They cannot hear you.

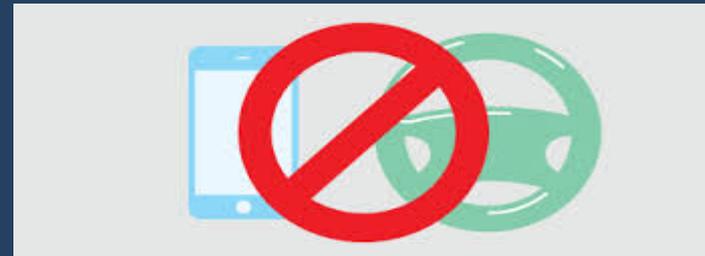


Do not park vehicle near building entrances or exits.

Never exceed campus speed limits (15 mph).

Never beep horn at pedestrians walking on walkways.

- **NOTE:** Using a hand held device while operating a utility vehicle is prohibited.



# On-Campus Safety cont.

Students, Faculty and Guests have the right of way on all walkways and crosswalks. Do not beep horn or tailgate pedestrians.

Be careful when traveling between buildings. Stop when moving in and out from buildings.

Electric vehicles are quiet. Please be mindful that students, faculty and guest may not be able to hear you when you approach.



Use headlights and windshields wipers during inclement conditions

Avoid sharp turns and inclines at high speed. Vehicle could rollover.

# Driving on City Streets

Drivers must obey all traffic laws “as with automobile”.

Do not operate carts on public sidewalks or grass.

No one is permitted to drive carts home, to get lunch or take care of personal business/errands.

Utility vehicles are for NSU purposes only.



# Reporting an Accident or Damages



All accidents or incidents involving utility carts, service vehicles, GEM carts should be reported immediately to Campus Police at 823-8102, the supervisor of the department to which the vehicle is registered and Facilities Management (823-9142).

Do not attempt to tow any Utility Cart. Please move cart out of the way of traffic and call Mr. Byrdsong (Facilities Chief Mechanic) at 284-0136, Mr. Sivels (Facilities Mechanic) at 328-4999 or Facilities Management at 823-2808

Per University Policy #42-04 (2014), Section III, Item 3. Each Driver is required to conduct a vehicle walk-around inspection before and after trips. All damages must be recorded on the Vehicle Damage Report and submitted to the Chief Mechanic.

# ???Questions???



**THANK YOU, For Your Attention!**

*We Wish You Success in Your*

*Career Here At*

*Norfolk State University*

**“BEHOLD THE GREEN AND  
GOLD!!!”**