

BATTERY RECHARGE

- ◆ Only an approved battery charger designed to shut-off automatically when batteries are fully charged, will be used to recharge batteries.
- ◆ Do not smoke within 25 feet of the recharge station.
- ◆ Do not recharge near open flame or source of ignition
- ◆ Pour baking soda on all spilled battery acid to neutralize it before cleaning the spill. Wear acid resistant gloves while performing the task and wash skin thoroughly with cold water should contact with battery acid occur or be suspected.
- ◆ Sustainability, safety and efficiency shall govern all utility cart operations. It is important to operate utility carts safely and avoid hazardous situations.

QUESTIONS?

Contact Facilities Management (757) 823-9142



We see the future in you.

Norfolk State University Utility Vehicle Safety Program



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- ◆ Employees shall not operate vehicle registered to other departments without approval by owners.
- ◆ Departments are responsible for routine maintenance of carts to maintain safe operation. Fleet Maintenance or Environmental Health Safety and Risk Management may deem any cart unsafe and remove from use on campus until repairs are made.
- ◆ Blow horns only to alert pedestrians of proximity. All vehicles should travel in the direction of traffic flow and must obey traffic regulations and signs. Carts shall not attempt to pass other motor vehicles including other cart.
- ◆ The recommended maximum speed on walkways and in congested areas is 5 mph or less.
- ◆ Carts should not be operated at speeds more than 10 mph, unless operating on public roads (maximum 15 mph). On walkways and in congested areas, speed should not exceed 5 mph. Adjust speed for inclines, turns, pedestrians and weather conditions.
- ◆ Operators shall stop carts at blind intersections, look carefully and proceed cautiously. Check for persons or obstructions before backing.
- ◆ Dialing or texting on mobile phones or manipulating other devices is prohibited while operating a cart.
- ◆ Operators should not park within 15 feet of a pedestrian entrance to a building or on a sidewalk.
- ◆ Never leave keys in an unattended vehicle. When not in use, operator shall place control lever in “park or neutral” positions, set parking brake and remove key.

Overview of Program

- ◆ Vehicles shall not be operated in a manner that may endanger drivers, passengers or other individuals (pedestrians), or harm University property. Dialing and or texting on mobile phones or manipulating other devices is prohibited while operating a golf cart.
- ◆ All University departments must seek the advice of Facilities Management Fleet Maintenance Division before purchasing a golf cart.

OCCUPANTS AND LOADS

- ◆ Never exceed manufacturer's recommended load capacity. Follow manufacturer load ratings for carts equipped with back carriages. Overloading decreases maneuverability and safe operation.
- ◆ All passengers must sit in seats; one per seat. Riding on backs, fronts or sides of carts is prohibited. Passengers must remain seated while cart is in motion. Warn passengers of impending bumps or obstacles that may cause sudden bouncing, stopping or swerving
- ◆ Operators and passengers shall keep body parts within the confines of the cart at all times.
- ◆ Should a cart be decorated for a special event, decorations should be securely attached in a manner that will not compromise safety, cause damage or obstruct operator's vision in any direction.
- ◆ Secure and properly store all equipment and supplies to prevent objects from falling out vehicles.

CART OPERATION

- ◆ Obey all traffic regulations – observe all stop signs and traffic signals.

Utility cart use is increasing on the Norfolk State University campus. Carts are used to move people, deliver supplies and move tools and equipment between worksites. Carts are also efficient means of transportation for workers while increasing sustainability and reducing the “carbon footprint” of the campus because they are battery operated and produce no emissions.

ACQUISITION

Utility cart purchases must be made using the following criteria:

Departments must obtain written approval from Procurement Services to purchase a golf cart. The Department of Environmental Health, Safety and Risk Management and the Associate Vice President for Facilities Management must also approve the purchase prior to the purchase of the golf cart.

1. Procurement will return the application to the requesting department with the appropriate signatures indicating approval or denial.
2. Applications must include written justification for the purchase of cart (i.e. disability, deliveries/pickup of objects, timely performance of work tasks, transport of visitors or mobility challenged persons, etc.). Use of utility carts for non-work related (personal convenience) is prohibited.
3. Description of parking, overnight storage and charging station(s) near or at building of requesting department.
4. All utility vehicles purchased must be street legal (legal to operate on public streets).
5. All utility vehicles must be registered with the Division of Motor Vehicles (Contact Facilities Management Fleet Maintenance).
6. Facilities Management Fleet Maintenance will coordinate the purchase of all utility carts with Procurement Services to ensure all required specifications are met.

7. Departments are responsible for routine maintenance of carts to maintain safe operation. Fleet Maintenance or Environmental Health Safety and Risk Management may deem any cart unsafe and remove from use on campus until repairs are made.
8. Employees shall immediately notify their supervisor if their driver's license is suspended or revoked.
9. Prior to operating a utility cart, operators should check for proper tire condition and inflation. Brakes and batteries should be checked for proper operation; exteriors and interiors should be checked for other damage. Document and report damage found on the Utility Cart Pre-Start Checklist (found on the EHS&RM website).
10. Cart shall not be operated in any manner that endangers drivers, passengers, pedestrians or university property. All ways yield right-of-way to pedestrians. Operators shall pull off the sidewalk or stop the unit when approaching pedestrian(s) and allow them to pass. Blow horns to alert other carts.

GENERAL USE

- ◆ Utility carts are provided to facilitate performance of work related duties. Contact Facilities Management for cart operation training prior to operation.
- ◆ Utility Cart operators must possess a valid driver's license and must document receipt of this policy with a signature.
- ◆ Only authorized personnel with specific permission may operate carts. Minors (under 18) may not operate carts for any reason. Only students who are student employees may operate utility carts in performance of their work-related duties, with supervisor permission
- ◆ Guests and/or conference attendees may be permitted, on a case by case basis, to operate golf carts based upon a determination by the Department of Environmental Health,

Safety and Risk Management. Employees shall immediately notify their supervisor if their driver's license is revoked or suspended.

- ◆ Before operating a golf cart, operators should check for proper tire condition and inflation. Brakes should be checked for proper operation. The operator will check for indication of battery fluid leaks (such as wet spots under the unit) and any other damages to the cart and ensure the damages are notated.
- ◆ Golf carts should be operated on campus roadways. Sidewalks should be used only where roadways are not available, and then only to the nearest adjacent street. Golf carts are not to be operated on landscaped lawns or parked on landscaped lawns, athletic fields or natural covered areas where campus roadways or sidewalks are available.
- ◆ Vehicles shall not be operated in a manner that may endanger passengers or other individuals or damage University property. Operators should not blow cart horns, as it may startle pedestrians. All vehicles must travel in the direction of the flow of traffic and must obey all campus traffic regulations and signs. Golf carts should not attempt to pass other motor vehicles, including other moving golf carts. Operators shall stop golf carts at blind intersections and use caution before proceeding. Operators of golf carts which are not equipped with turn indicators shall use appropriate hand signals.
- ◆ Operators of golf carts must give pedestrians the right-of-way. If the golf cart is operating on the sidewalk, the operator will either pull off the sidewalk to pass the pedestrian or stop the unit when approaching the pedestrian until the pedestrian has passed.
- ◆ All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
- ◆ Never leave the keys in the golf cart when unattended. When the golf cart is not in use the operator must place the golf cart control lever in the park or neutral position, remove and secure the key and set the parking pedal brake.
- ◆ Never back up without making sure there is no person or obstructions behind the cart.