



**CART SAFETY and  
LOSS PREVENTION PROGRAM  
MAY 2018**

**A. SCOPE AND APPLICATION**

The Cart Safety Program and Loss Prevention Program has been established to prevent loss, provide proper maintenance and ensure the safe use of carts (consistent with traffic laws and safety standards) at all University of Nevada, Las Vegas (UNLV) properties.

**B. COMPLIANCE WITH PROGRAM**

This program applies to all UNLV employees, designated volunteers and student workers who operate carts, maintain carts or provide cart security at UNLV.

**C. TERMINOLOGY**

To clarify the term “cart” as used in this document; carts that may be powered from any source (electricity, propane, fuels, etc.) and identified as, but not limited to, the following:

- (1) Golf Cart
- (2) Industrial Cart
- (3) Flatbed Cart
- (4) Utility Vehicle
  - a. Burden Carriers
  - b. Personnel Carriers
  - c. Recreational Carriers

**D. DUTIES AND RESPONSIBILITIES**

- (1) Risk Management and Safety (RMS)
  - a. Establish the Cart Safety and Loss Prevention Program for UNLV.

- b. Develop and offer training to cart operators.
- c. Provide refresher training as needed.
- d. Receive reports of unsafe cart operation and refer to departments for appropriate action.
- e. Continue to research and explore methods to minimize and/or prevent cart theft.
- f. Report claims related to cart theft, injury and/or property damage.

(2) Department Managers and Supervisors

- a. Implement the Cart Safety and Loss Prevention Program and develop procedures for the proper control and issuance of carts.
- b. Verify that operators have completed required training prior to cart use.
- c. Take appropriate corrective action (including refresher training) when:
  - i. Operators have been observed operating carts unsafely.
  - ii. Operators have been involved in accidents, near-miss incidents or have failed to report an accident.
  - iii. Workplace or equipment changes occur that could affect the safe operation of carts.
- d. Complete inspections and notify Vehicle Repair Services when servicing and maintenance is required.
- e. Supply personal protective equipment (PPE) as needed, when working with propane tanks and cart batteries.
- f. Provide appropriate locations for cylinder exchange or charging of carts.
- g. Implement the following loss prevention actions:
  - i. Take photos of the cart (front, side and back) when carts are purchased, transferred or acquired.

- ii. Secure carts by using a chain lock, club or other theft prevention device when not in use.
  - iii. Store carts in a locked/secured area, if possible.
  - iv. Attach cart to stationary fixed objects, if possible.
  - v. Do not leave cart keys in the ignition when not in use.
  - vi. Notify Police Services immediately when you discover a cart missing.
  - vii. Call RMS as soon as possible if a cart is missing and about filing a claim.
  - viii. Do not discard any physical evidence such as cut chain, cord and/or lock from a possible cart theft.
- h. Failure to follow these procedures could affect any insurance coverage afforded a cart.

(3) Cart Operator

- a. Complete Cart Safety Training through classroom attendance or via the RMS website training course.
- b. Receive authorization from your supervisor to operate carts on campus.
- c. Only use carts for their intended purpose and ensure all occupants are seating in a designated seating position.
- d. Inspect cart before use to determine if the cart is in safe working condition.
- e. Take cart out of service when it is found to be unsafe.
- f. Notify supervisor immediately there are deficiencies that prevents the safe operation of a cart.
- g. Operate carts safely at all times and obey all traffic laws.
- h. Report all accidents to UNLV Police Services and RMS.

(4) Vehicle Repair Services

- a. Maintain carts in a safe operating condition.

- b. Document all work performed.
  - c. Manage the cart registration program for carts assigned to UNLV.
- (5) Police Services
- a. Notify RMS of all cart accidents and incidents.
  - b. Investigate cart accidents and provide copies of all investigative reports to RMS, upon request.

**E. SAFETY REQUIREMENTS/RECOMMENDATIONS**

- (1) Carts operated on campus will meet manufacturers' configuration for items installed on the cart.
- (2) Required items that may be installed include:  
  
Head lights, tail lights, brake lights, turn signals, windows, horn, brakes/emergency brake, seat rails, one rear view mirror or side mounted mirrors, audio backup warning device, limited speed to 15 mph, mechanically sound, battery charger, standard color, no decals other than UNLV specified decals.
- (3) Recommended optional items that may be installed include: flashing yellow lights and seat belts.
- (4) Carts not equipped with headlights or tail lights shall be limited to daylight hours of operation only.
- (5) Hand signals may be used in lieu of turn signals when operating carts that do not have turn signals installed.

**F. CART OPERATION**

- (1) Cart operators shall:
  - a. Reduce speed when making turns, traveling up and down inclines and when weather conditions warrant.
  - b. Approach blind corners with caution.
  - c. Yield to pedestrians, cyclists and all others.
  - d. Stop where required and signal turns.

- e. Keep all parts of their bodies inside the cart, unless using hand signals.
- (2) If available, seat belts will be used. For carts without seatbelts, each passenger must seat in a designated riding location. Cart beds and flatbeds will not be used for carrying passengers.
- (3) Do not exceed the maximum occupancy specified for the cart and use carts safely to carry loads.
- (4) Cart operation is restricted to UNLV roadways and designated paths.
- (5) Do not park in red zones, fire lanes, and metered, reserved, or handicapped parking spaces.
- (6) Do not obstruct handicap ramps and building entrance or exit sidewalks.
- (7) Do not operate carts in designated restricted areas (e.g. Pida Plaza) on campus.
- (8) Do not use cell phones or headphones while operating carts.
- (9) Do not use cigarettes, cigars or any other vapor devices while operating carts.

Note: This restriction is specified in the Nevada Administrative Manual, Chapter 1302, which also applies to passengers.

#### **G. INSPECTION**

- (1) Cart operators are responsible for inspecting carts before use.
- (2) The checklist at Appendix A may be used as a guide to ensure required inspection items are evaluated.
- (3) Items found to be in unsatisfactory condition should be reported to supervisors and corrected before use.

#### **H. APPENDICES**

- (1) Appendix A – “Cart Safety Check”

## Appendix A Cart Safety Check



## Cart Safety Check

Name: \_\_\_\_\_

Dept: \_\_\_\_\_

Date: \_\_\_\_\_

Cart #: \_\_\_\_\_

### Overall Check – Outside the Cart

Checklist Items	Yes	No	Follow Up	Comments
<b>Cart Body</b> – No cracks or evidence of physical damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Attachments</b> – Secured and in good condition.				
<b>Rims</b> – Free of distortion. Nuts in place and tightened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Tires</b> – Inflated, sufficient tread, good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Light Covers</b> – Clean and not cracked or missing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lights</b> – Illuminate as designed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Windshield/Mirrors</b> – Clean, no cracks or defects and provides clear vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Battery</b> – In good condition and not leaking. Water to fill rings in battery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Battery Connections</b> – No corrosion on battery terminals or cables and connections are tight.				

### Overall Check – Seated Position

Checklist Items	Yes	No	Follow Up	Comments
<b>Seat/Handholds</b> – Good condition and secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Switches/Levers/Controls</b> – In good condition, securely fastened and moves without binding or restriction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Brakes</b> – Parking brake moves freely and prevents movement when applied. Brakes effectively stops cart.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Steering Wheel</b> - Securely mounted to steering column and free from damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pedals</b> – Covers installed (where provided) and free from binding or rubbing when depressed or released.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Back up Alarm</b> – Audible when reverse selected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electrical</b> – Charger and charging cable in good condition. No cuts or breaks to wiring, cord and plug.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	