



**Department of Risk Management and Safety
Cart Safety Program
April 2009**

A. Scope and Application

The purpose of this document is to establish the minimum requirements to maintain and operate a utility cart safely at the University of Nevada, Las Vegas (UNLV). This program applies to all employees and students at UNLV who operate a cart on campus.

B. Responsibilities

- (1) Risk Management and Safety (RMS)
 - a. Offer Cart Safety Training
 - b. Respond to all cart accidents and prepare a written report, if necessary
 - c. Assist when requested in providing minimum cart safety criteria or requirements when purchasing new carts
 - d. Assist departments in developing guidelines for the safe use of carts (see below)
- (2) Facilities Management and Planning
 - a. Provide preventative maintenance and repair services on carts at the request of individual departments on campus
 - b. Preventative maintenance may include:
 - i. Battery capacity check
 - ii. Tire wear check
 - iii. Brake system check and adjustment
 - iv. Grease and lubricate all components
 - v. Check and add fluid as needed
 - c. All work on carts shall be documented by Vehicle Repair Services
 - d. Vehicle Repair Services shall register and assign license plate numbers for each cart in use on campus.
 - e. License plates shall be affixed to the front and rear of each cart in clear view.
 - f. Provide Commodity Approval for Purchasing prior to the purchase of carts
- (3) Departments
 - a. Develop procedures and/or guidelines for the safe use of carts among its employees
 - b. Designate an employee to coordinate the cart safety program

- c. Ensure each cart operated is properly serviced and/or inspected by Vehicle Repair Services when necessary
- d. Designate an outdoor area for the safe charging of electric carts
- e. Ensure accidents are reported to UNLV Police Services and RMS

(4) Cart Operators

- a. Attend Cart Safety Training
- b. Inspect the cart at least once per each day or prior to each use
- c. Operate the cart safely at all times
- d. Report any problem to his or her department representative as soon as possible
- e. Report all accidents to UNLV Police Services and RMS

(5) Police Services

- a. Assist in the enforcement of this cart program and the safety rules for operating carts on campus.
- b. Investigate cart accidents, if necessary, and provide copies of investigative reports to RMS upon request.

C. Safety Requirements

- (1) Carts operated on campus must have the following minimum safety equipment and/or features:
 - a. At least four (4) wheels
 - b. Passenger restraints (i.e. seat belts, hip restraints, etc.)
 - c. Parking Brake
 - d. Audio back-up warning device
 - e. One rear-view mirror or side-mounted mirrors
 - f. License plate issued by Vehicle Repair Services affixed to both the front and rear of each cart in clear view
- (2) Carts should come equipped with lights (i.e. headlights, tail lights, brake lights, etc.). For those carts not equipped with lights, operation will be limited to daylight hours.
- (3) Carts should not exceed weight limits specified by the manufacturer.

D. Operation of Carts

- (1) All cart operators must follow basic safety rules when operating a cart on campus.
- (2) Safety rules may include, but are not limited to, the following:
 - a. Obey all traffic laws, including posted speed limits
 - b. Reduce speed to compensate for inclines, corners, pedestrians and weather conditions
 - c. Operators must approach blind corners with caution
 - d. Yield to pedestrians and cyclists at all times

- e. Arms and legs must remain inside the cart at all times, except when using hand signals
 - f. Seat belts, if equipped, must be worn at all times. For those carts without seatbelts, each passenger must be seated in a designated seat
 - g. Do not exceed the maximum occupancy for each cart
 - h. Carts must remain on campus at all times and are restricted to UNLV roadways and designated pathways
 - i. Do not park in red zones, fire lanes, metered parking, reserved spots and handicapped spaces
 - j. Do not obstruct driveways, sidewalks, handicap ramps and building entrances or exits
 - k. The use of cell phones or headphones is prohibited while operating a cart
- (3) The privilege to operate a cart on campus may be rescinded if the cart operator does not follow any of the above safety rules or operates the cart in any other unsafe manner.
- (4) Departments may lose the right to operate a cart if employees within the department regularly operate a cart in an unsafe manner.

E. Inspection

- (1) Cart operators are responsible for inspecting the carts daily or before each use.
- (2) Operators must check for the following:
- a. Tire condition and inflation
 - b. Brakes
 - c. Lights, if equipped
 - d. Indications of battery fluid leaks
 - e. Battery properly charged
- (3) If any of the above conditions are present, Vehicle Repair Services should be contacted to correct the problem before the cart is used.
- (4) Cart inspections, preventive maintenance and/or repair services may be provided by Vehicle Repair Services with an issuance of an interdepartmental request form turned into the Work Control Center.
- a. The cost of repair and/or maintenance will be the responsibility of each respective department.
- (5) Inspection and maintenance records will be kept on file by Vehicle Repair Services.

F. Training and Documentation

- (1) All cart operators must successfully complete Cart Safety Training before operating a cart on campus.
- (2) The Department of Risk Management and Safety will offer training for all cart operators either in the classroom and/or online.
- (3) Cart Safety Training shall include, but is not limited to:

- a. UNLV cart policies
 - b. Responsibilities of all involved in the Cart Safety Program
 - c. Cart safety rules
 - d. Inspection procedures for cart operators
 - e. Proper driving and cart operating procedures
- (4) Cart operator who complete training in the classroom must sign an attendance sheet to successfully complete training. This attendance sheet will must kept on file for a minimum of three (3) years.
- (5) Cart operators who complete training online will have his or her training session recorded electronically.