

CART SAFETY MANUAL

MAY
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USC University of
Southern California

Office of
Environmental
Health and Safety

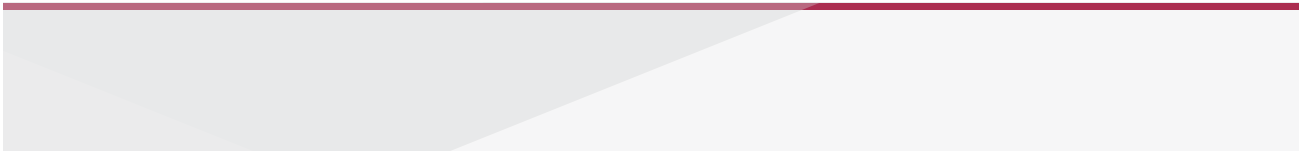


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1.0 Purpose and Scope

The University of Southern California Cart Safety Program provides guidance on the safe operation of golf/utility carts and low speed vehicles (LSVs).

This program applies to all certified and authorized drivers of carts, their supervisors, and respective departments.

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2.0 Regulations and Policies



State

California Vehicle Code

- CVC § 345; Golf Cart
- CVC § 1808; Authorization for Release of Driver Record Information
- CVC § 21250; Low Speed Vehicle

California Code of Regulations

- Title 8, Sections 1509 and 3203
- Title 8, Sections 3668(b)(3) and 3664

California Labor Code

- Section 6401.7(Chapter 1369, statutes 1989)



American National Standards Institute (ANSI)/Industrial Truck Standards Development B56.8-2019; Safety Standard for Personnel and Burden Carriers

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3.0 Definitions

AUTHORIZED DRIVER: A person that is designated as a vehicle driver by a school/department supervisor and approved.

All authorized drivers (including faculty, staff, student workers, students, or temporary employees), who drive university vehicles (owned, leased or rented) are required to meet all of the following criteria:

- Have had a driver's license for at least two years.
- Have a minimum of two years driving experience with the same class of license as required by the university job description.
- Provide legible copy of current valid California driver's license – see below for exceptions to California License Requirement.
- Have an acceptable driving record per [university requirements](#):
 - No "Major Citations" (e.g., DUI, hit-and-run) issued by the California Department of Motor Vehicles (DMV) within the last 60 months (5 years)
 - A "Total Point Count" (i.e., DMV points + USC Risk Management assigned points) within the last 60 months (5 years):
 - *Non-student employee - 2 points in 12 months, 3 points in 24 months, and 4 points in 36 months*
 - *Student or temporary employee - 1 point in 12 months, 2 points in 24 months, and 3 points in 36 months*
- Successfully complete initial driver training program in TrojanLearn within seven days of employment start date or date of driving responsibilities being added to job duties, and at least every two years thereafter and after any driving incident.

California License Requirement

All employees who drive any university vehicle must have a valid California driver's license unless:

- The employee is conducting official university business outside California, in which case employee must have a driver's license from that jurisdiction.
- The employee is a student with a valid driver's license from their state of residence.

- The employee or student employee is a visitor to California who has had a valid driver's license for a minimum of two years from their home country. **NOTE:** Visitors who become California residents as defined by the California DMV must immediately notify their manager and provide a copy of the California driver's license within ten (10) days. See the [California DMV website](#) and USC's [Office of International Services website](#) for additional details.

CART: Refers to both golf/utility carts and low speed vehicles.

GOLF/UTILITY CART: California Vehicle Code §345. A golf cart is a motor vehicle designed to:

- Carry no more than two persons, including the driver.
- Carry golf equipment.
- Have no less than three wheels in contact with the ground.
- Operate at a maximum speed of 15 mph.
- Weigh no more than 1,300 pounds unladen (empty).

Operation of Golf Carts (CVC §§ 345, 21115, 21115.1 and 21716). Registration is not required if you operate your golf cart on a highway designated for such use by ordinance or resolution within one mile of a golf course.

You may not operate on a road with a speed limit above 25 mph except by ordinance or resolution by a local authority.

Golf/ Utility carts are not motor vehicles and are not licensed by the DMV (they do not have a license plate) and shall not be driven on public roadways.

LOW SPEED VEHICLE (LSV): California Vehicle Code § 21250. An LSV is a motor vehicle that:

- Has four wheels.
- Within one mile can reach a speed of more than 20 miles per hour (mph) but not more than 25 mph on a paved level surface.
- Has a 17-digit conforming vehicle identification number (VIN)
- Has a gross vehicle weight rating (GVWR) of less than 3,000 pounds.
- Must be certified to meet Federal Motor Vehicle Safety Standards (FMVSS) to be registered and operated on public streets, roads, or highways.

- May look like a golf-cart to the casual observer, but is actually a motor vehicle requiring a valid California driver license, registration, and insurance.

Low-Speed Vehicles are motor vehicles which are capable of top speeds of 25 mph. They MAY be licensed to operate on public streets posted 35 mph or less.

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4.0 Responsibilities

Department Management/Supervisors

Department Management/Supervisors must:

- Verify drivers are properly licensed and that they are trained on the safe operation of the cart.
- Maintain all training records.
- Take timely action to correct employee infractions in the operation of the cart (may be remedial training and/or discipline).
- Verify that all equipment on the cart is working properly, routinely inspected as required by Cal-OSHA, and maintained as recommended by the vehicles manufacturer. Additionally, develop a process by which carts are taken out of service when there are one or more deficiencies noted on the Pre-Operational Check form.

Department Management/Supervisors are responsible for the general oversight of this program, in consultation with EH&S. Transportation may issue tickets for improper operation or parking of vehicles.

Authorized Drivers

Authorized Drivers must:

- Successfully complete cart safety training prior to operating a cart.
- Inspect the vehicle before operation and document and report any deficiencies.
- Operate the vehicle in a safe manner.
- Report accidents to his or her supervisor, immediately.
- Read through, sign, and abide by Safety Procedures.
- Have a valid driver's license on their person when driving a Golf/ Utility Cart or Low Speed Vehicle.
- Do not operate a cart when one or more deficiencies are noted on the Pre-Operational Check form.

Contractors/Vendors

Contractors/Vendors must adhere to USC's Cart Safety Program, including safety procedures.

Environmental Health and Safety (EH&S)

EH&S will prepare and maintain a written program and training that complies with regulatory requirements.



5.0 General Guidelines

Operation

The use of hand-held electronic devices are prohibited while operating a cart. Hands-free operation of cell phones may be used for emergency purposes only.

Inspection and Maintenance

Maintain all carts as recommended by the manufacturers' service schedules. Conduct Pre-Operational checks prior to use for each shift the cart will be driven; use the [Pre-Operational Checklist](#). Tampering or modifying a cart is prohibited.

Report all deficiencies to your supervisor and remove the cart from service until repairs are made. Departments must keep records of all maintenance and repairs.

Accidents and Liability

Report all accidents/injuries immediately to:

- Department of Public Safety (213)740-4321
- Office of Environmental Health & Safety (323) 442-2200

Citations that result from moving or parking violations are the responsibility of the driver and any associated expenses are not reimbursable. This policy applies to both privately-owned and rented vehicles as well.

Violation of Policy

Any driver who violates this policy is subject to having his/her privilege to drive university vehicles suspended.

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6.0 Training

Cart Operators must successfully complete:

- Defensive Driving in TrojanLearn within seven days of employment start date or date of driving responsibilities being added to job duties, and at least every two years thereafter.
- Cart training program. The training program includes classroom instruction, a written exam, and a practical for department cart operators to demonstrate proficiency.

Refresher training will be scheduled if an operator is involved in an accident or if there is substantial change in equipment or operation.

NOTE: The USC Cart Safety Program Trainer Toolkit is available to department-appointed trainers to aid them in conducting cart safety training to their department cart operators. This does not apply to low speed vehicles since LSVs are subject to DMV regulations and requirements - see [Safe Operation of Low Speed Vehicles Fact Sheet](#) for more information.

Request the toolkit by completing the [online form](#). EH&S will review the submitted request and approve.





Appendix A Cart Safety Procedures

The safety of passengers, pedestrians, other motorists, and authorized driver is the top priority. Responsible driving requires concentration, sound judgment, respect for traffic laws, and overall safe, defensive driving.

Review the following safety procedures to be followed when operating any cart.

1. Only authorized drivers are allowed to operate carts following approval by their supervisors. Never allow anyone to borrow the cart.
2. Familiarize yourself with the controls used to start/stop, park, accelerate, and put the cart in reverse. If the cart is not operating properly, park in a safe location, remove the key and any valuables, and notify your supervisor immediately.
3. Electric Vehicle charging should be at locations designated for such use. Use of extension cords from inside buildings to vehicles is prohibited.
4. If using a non-electric cart, the key must be removed from the ignition before fueling the cart. Failure to do so may result in personal injury or property damage. Other than specific carts (meeting CA DMV Standard CVC §§ 385.5, 21250), operating a cart on public roadways except when crossing from one side of the street to the other is prohibited.

If you are uncertain if the cart you are operating is designed and approved for road use, always assume it is for off public road use only unless advised otherwise by your supervisor. Only cross roadways at designated crosswalks and obey traffic signals, signs, and rules when crossing.

5. Blocking entrances to buildings, stairways, fire exits, disability ramps, or main thoroughfares is prohibited.
6. Keep your arms, legs, and head inside the cart at all times, unless using your left hand and arm to indicate turn and stop signal
7. Carts must always yield to pedestrians. Pedestrians always have the right of way.
8. All vehicle occupants at all times must wear seatbelts, if provided. The maximum number of passengers is equal to the number of seatbelts provided in the vehicle. All passengers must be in a seat while the vehicle is in motion. Drivers in violation of this safe rule will have their driving privileges suspended or revoked.
9. Warn your passengers of bumps in the road, obstacles, etc. that may cause the cart to bounce, swerve, or react in a manner that could cause a passenger to be surprised.
10. Secure and properly store all equipment and supplies to prevent objects from falling out or striking people.

11. Use caution when driving downhill, reducing speed, and avoiding sharp turns.
12. Allow for extra travel time and stopping distance when roads are wet or slick from the weather.
13. Obey all traffic regulations - observe all stop signs and traffic signals.
14. When finished with the cart, remove the key and return it to the proper contact person so other employees can use the carts as needed.
15. The use of cell phones, headphones, or other devices that could limit hearing or cause a distraction while operating the cart is prohibited.
16. Smoking in a cart is not allowed, both when sitting idle or moving (see [USC Smoke-Free Policy](#)).
17. Make sure the parking brake is applied and whenever possible, park in a manner that will not allow the cart to move if the parking brake were accidentally released.
18. Carts will not be parked in:
 - Fire lanes,
 - Metered parking spaces,
 - Handicapped-accessible parking spaces (unless the proper permit is acquired and displayed),
 - Reserved parking spaces (other than those spaces reserved for carts),
 - Areas or positions that would impede the normal flow of pedestrian traffic, and
 - Places that would prevent handicap accessibility (e.g., sidewalks, ramps, beside handicapped-marked vehicles.)
19. Always remove the keys when the cart is unattended.

This document is designed as a supplement/reference guide of safety procedures only. It does not satisfy the training required by the Cart Safety Program. Department Supervisors/Managers must maintain proof that the cart operator has completed the required training and verify the user understands the standard safety procedures.

The Authorized Driver's signature certifies that (s)he has read, fully understands, and agrees to the above safety procedures.

_____ Authorized Driver Name	_____ USC ID
_____ Signature	_____ Date

(The supervisor maintains a copy.)



Appendix B Resources

Web Page

[Cart Safety Program](#)

[Cart Safety Trainer Toolkit Request Form](#)

Fact Sheets

[Safe Operation of Low Speed Vehicles Fact Sheet](#)

[Safe Operation of Utility Carts Fact Sheet](#)

Checklists

[Utility Cart Safety Pre-Operation Inspection](#)

[GEM Electric Cart Pre-Operation Inspection](#)

[Golf Cart Safety Pre-Operation Inspection](#)

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