



# Powered Cart Guidelines

<a href="#"><u>Purpose</u></a>	1
<a href="#"><u>Definitions</u></a>	2
<a href="#"><u>Eligible Drivers</u></a>	3
<a href="#"><u>Authorization to Operate</u></a>	4
<a href="#"><u>General Safety Rules for Cart Operation</u></a>	5
<a href="#"><u>Sample Safety Operating Rules Certification Form</u></a>	6
<a href="#"><u>Sample Pre-Operation Checklist</u></a>	7
<a href="#"><u>Sample Accident Report Form</u></a>	8

## Purpose

Powered carts<sup>1</sup> are often used for district business purposes by employees. These vehicles are useful for transporting people, equipment, and supplies from one location to another. However, improper use can also result in injuries, property damage, and liability for the District.

It is essential that districts establish and maintain a district-wide powered cart safety program that identifies:

1. Responsible parties for administering and managing the program
2. Driver eligibility and authorization
3. Legal requirements for driving these vehicles on or off roadways
4. Responsibilities for operators
5. Driver training requirements
6. Powered cart maintenance

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<sup>1</sup> Sometimes known as 'golf carts,' 'low-speed vehicles' (LSVs), or unlicensed, off-road vehicles ('unlicensed OHVs').

## Definitions

### Powered Carts

Motorized conveyances that are not DMV-licensed motor vehicles (i.e., they do not have a license plate) cannot be driven on public roadways. They may be either gasoline or electric powered. In California, 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) (Vehicle Code Section 345).



Registration is not required if a golf cart is operated off the road or on a highway designated for such use by ordinance or resolution within one mile of a golf course. Also, any motor vehicle operated off-highway in California is an off-highway vehicle (OHV). A highway licensed vehicle is an OHV when operated off of the highway. Some more common OHVs include all-terrain vehicles (ATVs), recreation utility vehicles (RUVs), golf carts, forklifts, and other mobile equipment.

### Low-Speed Vehicles ('LSVs' or 'licensed OHVs')

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 that are adjacent District facilities or grounds. Neighborhood Electric Vehicle (NEV)/Low-Speed Vehicle (LSV). An NEV/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.
- Requires a valid California driver license, registration, and insurance.



For a NEV/LSV, registration is required, and District automobile use policies and procedures for apply when these vehicles are operated on public roadways.

## **Eligible Powered Cart and LSV Drivers**

To qualify as an eligible powered cart/LSV driver, ASCIP recommends that operators:

- Be at least 18 years of age,
- Must have a valid state issued driver's license,
- Must have a minimum of one-year auto driving experience,
- Must be a district employee,
- Must complete the appropriate district required training, and
- Must stay up-to-date on appropriate district specialized licensure and training.

Districts must monitor authorized drivers and provide training on a regular basis. Training should consist of safe use of golf carts and utility vehicles. ASCIP recommends that a hands-on training include demonstrating operating and safety features of the vehicle, and include an exam.

## **Authorization to Operate**

**Before authorizing operation of district powered carts, a district should complete the following requirements:**

1. Ensure that all its vehicle operators complete training before operating a powered cart.
2. Annually review safe operation rules for powered carts with all operators.
3. Establish a program to monitor the driving habits of employees.
4. Have all purchases of powered carts approved and inspected upon delivery
5. Establish a preventative maintenance program according to manufacturer requirements.
6. Establish procedures to report accidents immediately or within 24 hours of occurrence:
  - a. Report all accidents. See sample Accident Report Form on page 9.
  - b. Report all injuries
  - c. Send completed accident forms to Risk Management.
  - d. Report accidents involving injury immediately to police or via 911.

**Before operating a district powered cart, employees must:**

1. Understand the rules for safe operation of powered carts. See “General Safety Rules for Cart Operation.”
2. Acknowledge that they read the rules for safe operation. See sample “Rules for Safe Operation of Powered Carts Certification Form.”
3. Demonstrate a working knowledge of these rules.
4. Demonstrate safe pre-operation checklist procedures.
5. Must have a valid district driving permit.
6. Abide by all the rules and regulations specified in this program.

**Before operating a district LSV, employees must:**

1. Ensure that the driver has met the minimum requirements for operating a state vehicle:
  - a. Driver must have a valid state driver’s License.
  - b. Driver has completed a defensive driving class
2. Review the basics for operating the powered cart. Ensure that the driver knows the location and proper operation of the following:
  - a. Lights, turn signal, and horn location (if equipped).
  - b. Emergency brake location and operation.
  - c. Accelerator and brake pedal operation.
  - d. Forward-Reverse switch location and operation.

After completing the above steps, have employee sign the employee/supervisor training certification form. See sample on page 7.

## General Safety Rules for Cart Operation

Driver safety and that of others depend on safe operation and maintenance of carts. Prior to operation, operators must be thoroughly familiar with this and all other sections of these rules.

Pedestrians must always be given the right-of-way. Powered carts must travel in the direction of the flow of traffic and must obey all district and traffic regulations. They must not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps, or roadways.

Powered carts will be operated only within the confines of district property. At no time shall powered carts be driven off district property. Vehicles without headlights and/or taillights are to be used only during day time operations.

1. Study controls and become familiar with their function before operating cart.
2. Allow only authorized and trained personnel to operate cart.
3. Never operate cart without key in ignition.
4. All cart occupants remain seated when cart is in operation.
5. Allow only one occupant per seat. Do not carry any other persons on the cart.
6. Keep arms, legs, knees, and feet inside cart always when cart is moving.
7. Keep a clear view of the path of travel. Observe general traffic laws and maintain a safe clearance and speed.
8. Hand signal turns and stops far in advance of turns or stops
9. Keep cart clear of hazardous locations.
10. Drive slowly when making turns.
11. Drive slowly and travel straight up and down on all slopes (do not make any turns when driving on any slope or incline).
12. If cart does not have headlights, do not use the cart in the dark. Carts must only be used in well-lighted areas.
13. Maintain a safe distance from the edge of ramps and platforms.
14. Set parking brake before leaving cart.
15. Turn ignition to off, remove key and set "kill switch" (if available) when cart is unattended.
16. Block wheels of cart if left on any incline.
17. Do not drive carts at unsafe speeds, especially around buildings where students and employees may be present.
18. When driving down walkways, stay outside of painted door lines.
19. Don't operate while wearing devices that impede hearing, such as stereo headsets, earplugs, etc.
20. All drivers must wear eye protection.
21. All passengers must be in seats designed and authorized for such use and no passengers can be transported in the truck beds or on the sides of vehicles.
22. The driver and all passengers must wear seatbelts if available.
23. Cell phone usage while driving is prohibited.
24. Don't operate cart between classes when excess student population in halls.

## Sample Safe Operating Rules Certification Form

I certify by my signature that I have read, understand, and acknowledge obtaining safe operating knowledge of the district's powered carts and low speed vehicles that I will be operating the vehicle types checked below by assignment. I understand that failure to comply with these rules may result in both immediate loss of privileges in using these carts and in disciplinary action by the district.

I shall be operating the following:

- Powered Cart
- Low Speed Vehicle

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(Operator's Printed Name)

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(Date of Certification)

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(Operator's Signature)

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(Supervisor's Signature)

## Sample Pre-Operation Checklist

CAUTION! Before operating the cart, inspect the cart for safe working order. Should any item malfunction, not meet requirements, or need adjustment, do not operate the cart until the problem is resolved. Always check the following items.

1. **Batteries** - Check to assure that they are fully charged to provide enough energy for the intended duration of operation. Assure that the cord is disconnected from cart. Check to assure the electrolyte level in each cell comes up to top of the split rings. Do not overfill. Check to assure they are free of corrosion and that there are no loose terminals or connections.
2. **Tire Pressure** - Check for proper inflation in accordance with labeling on file.
3. **Accelerator** - Check accelerator pedal for a smooth and non-binding motion.
4. **Horn** - Check for proper operation (if horn is available).
5. **Brakes** - Check to assure presence of a firm pedal with minimal travel. Check parking brake engagement and release.
6. **Steering** – Check for responsiveness and absence of excessive play.
7. **Lights** - Check all lights (if equipped).
8. **Obstacles** – Check to assure intended travel path of cart and underside is clear of obstructions.
9. **Seat Belts** - Ensure seatbelts are in good working condition.
10. **Mirrors** - Check.
11. **Cargo/Passengers** - Check to assure that all passengers are seated and that any cargo or equipment is secured to cart. Make certain that there is no unbalanced or top-heavy load.

If any of the tested items are not functioning properly, immediately take the cart out of service until repairs are completed.

CAUTION! Do not overload the cart. Never exceed rated capacity as specified on the cart data plate.



## Sample Powered Cart Accident Report Form

### When an accident occurs:

First Steps	Do Not Say	While Still At the Scene
<ul style="list-style-type: none"> <li>Remain calm</li> <li>Get to a safe place</li> <li>Check for injuries</li> <li>Administer First Aid</li> <li>Call M&amp;O/police/EMT</li> </ul>	<ul style="list-style-type: none"> <li>It's all my fault, (even if it is).</li> <li>My insurance will pay for everything.</li> <li>It's OK, I have full coverage.</li> </ul>	<ul style="list-style-type: none"> <li>Get as much information as possible on this report.</li> <li>Take Pictures</li> <li>When the police come, cooperate and tell them what you know.</li> </ul>

### Accident Details

Day/Date/Time AM/PM	
Weather/Road/Path Conditions	
Location of Accident	
Accident Details	

### Damage Descriptions

Your Vehicle	Other Vehicle and/or Property (If none, write "N/A" below)

### Other Driver/Vehicle/Property Information

Owner's Name:	
Owner's Address:	
Owner's Phone:	
Vehicle Make:	
Vehicle Model & Year:	
Vehicle Color:	
License Plate Number	
Insurance Company:	
Agent Name & Phone:	
Other Drivers Name:	
Other Drivers Address:	
Other Drivers Phone:	

**Passengers/Injuries:**

Your Vehicle	Other Vehicle or Pedestrians
# Passengers:	# Passengers:

**Police Information**

Officer Name:	
Department:	
Phone:	
Badge Number:	
Other Info:	

**Witness Information**

Name:		Name:	
Address:		Address:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	

**Sketch The Accident Scene:**

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