Southeastern Oklahoma State University
Policy and Procedures Manual
Cart/ Utility Vehicle Operation

I. INTRODUCTION (Purpose and Intent)

This policy provides guidelines for the use of electric or gas-powered carts and/or similar utility type vehicles (carts) on the campus and streets surrounding or adjoining the campus of Southeastern Oklahoma State University. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty and staff.

II. STATEMENT OF POLICY

A. All members of the Southeastern Oklahoma State University community are governed by this policy (students, staff, and faculty). All operators of carts must meet the following criteria before operating a cart on property under the jurisdiction of Southeastern Oklahoma State University:

1) Possess a valid driver's license.

2) Know and adhere to the rules of the road found in Title 47 of the Oklahoma Motor Vehicle Laws.

3) Successfully complete Cart Safety Training Program which will include a statement of understanding.

B. The safe operation of carts is paramount. Failure to follow this policy, render common practices or courtesies, or follow rules of the road for the State of Oklahoma, could result in citation, appropriate disciplinary action, and/or suspension of operator's cart driving privileges.

C. All new cart acquisitions must meet the minimum safety features found in National Highway Safety and Traffic Administration (NHSTA), Standard 500 (49 CFR Part 571.500), hereafter "Standard 500." As of the effective date of this policy, the purchase of used, remanufactured, or transferred (from another University department) carts not meeting Standard 500 is prohibited.
D. Standard 500 carts must be maintained so that all original equipment safety features are kept in good working order.

E. Minimum safety features for carts not Standard 500 (acquired by Department prior to effective date of this policy) are to include:

1) All original equipment safety features must be kept in good working order.

2) All carts must have clearly displayed on the rear exterior of the cart a Slow-Moving Vehicle Emblem sign.

F. The following outlines procedures for the safe operation of carts:
   a. All cart operators must attend the Cart Safety Training Program provided by the SOSU Public Safety Department prior to operating a cart. Supervisors must monitor and ensure that all persons operating carts in their departments have been instructed in the safe operation of carts and have attended the Cart Safety Training Program. The Cart Safety Training Program will consist of a combination of classroom and hands-on training in which every cart operator must be able to demonstrate the knowledge and ability to perform basic operating instructions in a safe manner.

   b. The speed limit for carts is 10 mph on campus and 15 mph on streets surrounding or adjoining the campus.

   c. Carts meeting Standard 500 criteria may operate on University roadways, but must adhere to posted speed limits on University roadways. Cart operators must drive in the direction of traffic at all times. In most cases, except while loading or unloading of carts/ utility vehicles, sidewalks are NOT to be used for point to point travel on the Campus. Carts/ Utility vehicles will use the roadways adjacent only to the Campus. Do not cut thru building sidewalk areas, the right-of-way is to be rendered to ALL pedestrians, NO exceptions.

   d. Modification or tampering with a cart's governor is prohibited and is a violation of Federal Law.

   e. The cart operator must report immediately any accidents to the University Campus Police Department (745-2727) and to the operator's supervisor.

   f. Cart operators are to use extreme caution at all times. Stunt driving and horseplay is prohibited.
g. Cart operators may not wear headsets or ear protection at any time while operating carts.

h. Operators are prohibited from operating carts on roadways outside the boundaries of the University.

i. Operators are prohibited from operating carts inside, under, or through the confines of University buildings.

j. Pedestrians have the right-of-way on campus. Carts must yield to pedestrians on sidewalks. SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.

k. Cart operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of carts.

l. Carts are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the cart's recommended carrying or load capacity. Jumping off or on a cart in motion as well as clinging to a cart in motion is prohibited.

m. The name and telephone number of the University department, and University identification number must be displayed prominently on University-owned carts. The purchase of numbers and letters to meet this requirement are the responsibility of the Department owning the cart. Anyone who observes reckless or inappropriate operation of a cart must notify the department supervisor and/or Campus Police (745-2727) immediately.

n. Cart operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in carts.

o. Operators must park carts away from heavily traveled pedestrian areas or in designated cart parking areas. Carts must not block access to fire extinguishers, standpipes, or emergency/fire exits. Do not park carts/ utility vehicles on sidewalks or block building entrances.

p. Cart operators are not to block the path nor limit pedestrian access on walkways.
q. University-owned carts are to be used for University business only.

r. Cart operators transporting cargo must secure the load and position the load as far forward as possible to prevent load shifting. Never load tailgates and avoid top heavy loading.

s. Cart operators must wear seatbelts if carts are equipped with such.

t. University-owned carts are to be maintained in accordance with the manufacturer's guidelines and must pass an annual inspection provided by the University Public Safety Department. Repairs and regular maintenance are the responsibility of the Department owning the cart. The Departments are financially responsible for all repair and maintenance costs (labor, parts, and supplies). Only a qualified mechanic will repair a cart. The Department is required to keep all preventative maintenance and repair records related to the cart.

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