



California State University
Dominguez Hills

Environmental Health & Occupational Safety

Small Cart Program

Responsible Executive:
Vice President for Administration and Finance

Responsible Office:
Risk Management

1.0 Policy

It is the policy of California State University, Dominguez Hills, Environmental and Health and Occupational Safety Office to establish a program whereby administrators and operators of small electrical or gasoline powered carts are provided with rules and regulations for safe operation of these carts.

2.0 Authority

California Code of Regulations Title 8 §3203, 3650, and 5185

3.0 Scope

The Small Cart Program affects all employees, and supervisors of those employees, who operate a small cart during any part of their job duties. Departments in which small carts are operated include but are not limited to the following:

- Central Plant
- EH&OS
- Physical Plant
- Mailroom
- Parking and Transportation
- Shipping and Receiving
- Physical Education
- Athletics
- Recreation
- Design and Construction
- Administration (President, Vice Presidents etc.)

- Public Safety
- Parking/Trans.
- Television/Media Support Center
- Student Union & Shops
- Student Housing
- IT
- Telephone Services

4.0 Definitions

Small Cart – utility or transportation vehicle (licensed or unlicensed) used to transport personnel, students, on-campus mail, equipment, goods, or services throughout the Cal State Dominguez Hills property. These vehicles may be either gas or electric powered. In the California Code of Regulations, these vehicles are considered powered industrial trucks.

5.0 Accountability

5.1 Environmental Health and Occupational Safety Office

- Develop and administer procedures relating to the Small Operators Program.
- Coordinate the program with departments listed in Section III.
- Work with Physical Plant's Auto Shop in tracking maintenance problems of small carts relating to their misuse.
- Ensure departments are administering training by obtaining copies of training records.
- Annually review the program for needed changes.

5.2 Supervisor

- Ensure employees are trained in the operation of small carts prior to their use and every 4 years thereafter.
- Ensure employee has a valid driver's license, has taken the University's Defensive Driver Training program.
- Ensure that carts are kept in safe operating condition and send carts to Auto Shop for maintenance as soon as a problem develops.
- Annually review the Rules for Safe Operation of Small Carts with employees.
- Monitor the safe driving habits of employees.
- Report all accidents. Complete Standard Form 270 and Standard Form 274 if involved in an accident. Forward to Campus Vehicle Inspector, Physical Plant. Incorporate this program into your department's Injury and Illness Prevention Program. Maintain training documentation.

5.3 Employees

- Maintain a valid driver's license and a good driving record.
- Take Defensive Driver Training every 4 years.
- Abide by all rules and regulations in this program.
- Allow only those authorized to ride in the carts.

6.0 Program

The following program is intended to assist you in training individuals on the safe operation of all four wheeled electric and gasoline powered carts used on campus.

6.1 Training

Training on small carts is required every 4 years and can be conducted by the employee's supervisor or Environmental Health and Occupational Safety. Affected employees will be given paid release time to acquire the training. Training must include the following:

- Review of the Small Cart Operating Procedures.
- Review of the daily and weekly maintenance required of carts.
- Use the Cart Operator Training sheet to conduct a practical exercise with the new driver until they can satisfactorily operate the cart. The operator and the supervisor must sign the Cart Operators Training sheet and training documentation verifying they have been instructed on the above information.
- A signed copy of the Cart Operators Training sheet should be sent to EHOS and a copy kept by the department.
- Annually review the rules and regulations with the driver.

6.2 Daily Maintenance:

The following should be checked prior to daily use and will be covered in the training:

- Windshields and windows shall be kept clear of anything that may obstruct the vision of the driver.
- Brakes shall be tested by the driver at the start of each day.
- The accelerator pedal shall be checked daily for smooth and non-binding movement (in neutral position).
- If so equipped, lights and other signaling devices shall be inspected daily.

6.3 General Maintenance

To be maintained as necessary by the Physical Plant Auto Shop:

- Electrical Carts. Check all batteries and add water as needed. Keep battery tops free of dust and dirt by cleaning.
- Gasoline Carts. Check oil level. Any detected gas vapors should be reported to the Physical Plant Auto Shop (ext. 3999).
- Check tires for proper air pressure.

Any problems discovered during operation or in the course of routine maintenance should be immediately reported to the Auto Shop, ext. 3999.

6.4 Battery Charging of Electrical Carts

Safe battery charging will be covered in the training. Note: Batteries emit explosive gases. During normal operation the concentration of these gases is rarely sufficient to be considered dangerous unless flame or sparks occur in the battery compartment close to the vent holes in the battery caps. It is important that this not be allowed to occur at any time. During the charging process, emissions are greatly increased. Any area in which charging batteries are confined must be well ventilated, and flame, sparks, or lighted cigarettes must be kept out of the charging area and away from ventilator openings associated with the charging area. Battery connections must not be disturbed while batteries are being charged. The following are procedures for safe battery maintenance:

- Use caution when plugging in the cart to the charging system. Be aware of the correct charging time. Overcharging can cause damage to the batteries and drastically shorten the battery's useful lifetime.
- Do not fill the batteries. The Auto Shop will service the batteries as needed. Batteries which require unusually frequent watering may indicate overcharging.
- Charge batteries in a well ventilated area.
- Make no modifications to the battery or charger without Auto Shop approval.

If you have any problems with your carts, do not attempt to do the work yourself. Call the Auto Shop (ext. 3999) for assistance.



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Operating Procedures

The following rules pertain to both electric and gasoline operated small carts.

1. Only drivers authorized by the University and trained in the safe operation of small carts shall be permitted to operate such vehicles.
2. Only use the carts for University business and only permit those individuals authorized by the University to ride in those vehicles.
3. All new cart operators must receive training before they are allowed to operate a small cart. Affected employees will receive paid release time to acquire said training.
4. Stunt driving and horseplay are prohibited.
5. No passengers will be permitted on carts unless provided with adequate seating. No one is permitted to ride on the running boards, fenders or any part of the cart except on the seats.
6. Seatbelts for operator and passenger must be used if the cart is so equipped.
7. Operators or passengers shall not jump on or off carts in motion.
8. Carts should be driven on University streets whenever possible. In the event a sidewalk must be used, speed should be no faster than the average pedestrian. Allow pedestrians the right of way.
9. Unlicensed carts may not be driven outside the campus boundaries.
10. Carts shall not exceed 15 mph on all campus roadways.
11. Operators shall be familiar with and observe all established traffic laws. Citations will be issued for violation of traffic and speed laws.

12. Materials and equipment shall be loaded so they will not cause a hazard by shifting or falling off.
13. Do not exceed the maximum load capacity of the cart.
14. Top heavy equipment is especially dangerous and should be secured near the center of the cart to avoid tipping. Be extremely careful during turning maneuvers. Carts are particularly subject to tipping on uneven athletic fields and curbing.
15. No cart shall be operated at night without properly working headlights and taillights.
16. Do Not
 - Allow your passengers to hang feet, legs or arms out of the carts.
 - Drive with more people than the cart is designed to carry.
 - Drive or park on grassy areas unless an emergency.
 - Operate carts off university property.
 - Park carts in areas that would obstruct the means of egress from the buildings.
 - Play or rough house on carts.



Small Cart Program

CART OPERATOR TRAINING

Prior to allowing a new cart driver to operate the vehicle on their own, the driver must be instructed in the following:

1. Loading Operations
 - Equipment safely loaded to avoid a high center of gravity ()
 - Equipment tie down demonstration ()
2. Battery Charging
 - Maximum charge time ()
 - Connection procedures demonstrated ()
3. Operation of Controls
 - Lights, turn signals, and horn located and tested, if so equipped ()
 - Emergency brake located and engaged. ()
 - Accelerator and brake pedal identified. ()
 - Forward-reverse switch located and its operation demonstrated. ()
4. Demonstrate the following equipment and driving maneuvers.
 - Turn signals or hand signals ()
 - Brakes ()
 - Steering ()
 - Emergency brakes ()
 - Forward/reverse switching ()
 - Forward Turns ()
 - Reverse Turns ()
 - Backing ()
5. Driving on Campus
 - Drive on campus roads. ()
 - Locate all authorized parking areas ()
 - Speed limits observed ()
6. Driver receives copy of operator guidelines. ()
7. Date Driver received Defensive Driver Training (xx/xx/xx) ()

I have received training and am checked out in all the areas listed above. I understand that it is my responsibility to drive safety and obey all traffic laws.

Operator's Printed Name _____
Department _____

Operator's Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____

SEND A COPY OF THIS PAGE TO: Risk Management - Physical Plant (POA)