



California State University Bakersfield

SAFETY GUIDELINES OPERATION OF POWERED CARTS

Each university department that operates powered carts must:

- 1) Ensure that all cart drivers are authorized to drive a state vehicle
- 2) Provide all drivers with training prior to operation
- 3) Ensure that each cart is mechanically safe to operate

Authorized Drivers must:

- Possess a valid California driver's license
- Attend a State defensive driving course
- Complete the attached CSUB powered cart safety training
- Maintain a good driving record

It is the responsibility of each driver to promptly report any changes in their driving status.

Cart Safety Rules

- All passengers must ride in designated seats only
- No passengers may ride on the bed, sides or exterior of a cart
- Operators and passengers must keep arms and legs inside the cart while in motion
- Doors, if provided, must be closed while the cart is in motion
- Secure materials and equipment, so that they do not fall off or protrude from the sides
- Use slow speeds and extreme caution at all times
- Pedestrians have the right-of-way & assume that they do not see you
- Drive on campus streets or designated cart paths whenever possible
- On sidewalks, reduce speed to that of pedestrian traffic
- Do not drive or park on lawns
- Observe all traffic laws - violators will be cited
- Do not operate a cart at night or in the fog without properly working headlights
- Safety belts must be used when provided

Powered Cart Maintenance

- Report all defects to your supervisor immediately
- Do not operate a cart that is not properly equipped or that is defective
- All carts must receive an annual safety inspection at the Facilities Management shop
- A written summary of inspection results will be kept in department files

**CALIFORNIA STATE UNIVERSITY BAKERSFIELD
POWERED CART OPERATOR TRAINING**

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

1. Loading Operations

- Safe loading of equipment to avoid a high center of gravity
- Equipment tie down demonstration
- Load capacity limitations

2. Battery Charging & Routine Inspection

- Maximum battery charging time
- Battery connection procedures demonstrated
- Proper inflation of tires
- Daily inspection of accelerator, brake pedal, lights and signal operation

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. Equipment and Driving Demonstration During Vehicle Operation

- Turn signals or hand signals
- Brakes
- Steering
- Emergency brakes
- Forward/reverse switching
- Forward Turns
- Reverse Turns
- Backing

5. Driving on Campus

- Identify designated cart routes and prohibited areas
- Identify authorized parking areas
- Observation of speed limits
- Accident reporting procedures

6. Driver Provided

- Copy of the CSUB Safety Guidelines for Powered Cart Operation

I have received training and understand the information listed above. I understand that it is my responsibility to drive safely and to obey all traffic laws.

Operator Print Name _____ Department _____

Operators Signature _____ Date _____

Supervisor Signature _____ Date _____

Please send a copy of the completed training record to the Safety and Risk Management Office.