

**UNIVERSITY STUDENT UNION, INC.,
CALIFORNIA STATE UNIVERSITY NORTHRIDGE
VEHICLE & CART SAFETY & OPERATING PROCEDURES**



The following are basic rules for the operation of: 1) USU owned carts and vehicles and 2) personal vehicles for official USU business. Anyone found violating these procedures is subject to disciplinary action.

Operator Training Requirements

All of the following requirements must be completed and on file in USU Business Services before operating USU vehicles, carts or personal vehicles for official USU business. *Individual department managers* are responsible for gathering and delivering the following information to USU Business Services *prior* to allowing employees operate USU or personal vehicles for USU business.

- California Department of General Services *Defensive Driver Training Certificate*. On-line @ <http://www.dgs.ca.gov/orim/Programs/DDTOnlineTraining.aspx> Training is 2.5 hours and must be completed in a single seating. Certificate must be printed at completion.
- Signed CSURMA *Authorization to use Privately-Owned Vehicles on Auxiliary Business* form
- Signed USU *Vehicle & Cart Safety & Operating Procedures* (this) form
- A photocopy of the employee's valid driver's license
- A photocopy of the employee's proof of personal vehicle insurance*

*IMPORTANT: The employee's *personal vehicle insurance* is primary on all accidents involving the employee's personal vehicle when used for official USU business *regardless of fault*. The USU *will not* cover any physical damage to the employee's personal vehicle regardless of fault.

Operational & Driving Procedures

- Vehicles may be operated *only* by those employees whose *work-related* duties make it necessary for them to walk long distances or transport equipment that is difficult or time consuming to move. This includes passengers. Transporting unauthorized persons, (i.e., students, friends, hitchhikers, etc...) on Union related business is prohibited.
- Vehicle and cart operators will observe all California vehicle traffic laws including but not limited to speed limits, lane travel, stop signs/lights, legal passing of other vehicles, etc...
- Employees may not operate vehicles or carts until they have been fully trained and authorized.
- Cart keys can be checked out from the Cashier's office on a first come/first served basis.
- Always wear seat belts.
- At no time may the number of passengers exceed the number of available seats/seat belts.
- Never use vehicle or cart cargo areas to transport people.
- Operators and passengers must remain seated while the vehicle or cart is moving.
- Keep hands, legs, feet, arms and heads inside the vehicle or cart when in motion.
- Always ensure the vehicle or cart is in good working condition prior to operating.
- Maintain adequate distance between vehicles.
- Approach sharp or blind corners with extreme caution.
- Never back up without looking to see what is behind the vehicle or cart.
- Carts should be operated on campus streets whenever possible. Stay as far right as safely possible when driving on campus streets to allow faster moving cars to pass.
- Operating carts on sidewalks is permissible where streets and/or parking lots are not available or for workers having to transport equipment to or from a work site, but then only to the nearest adjacent street or parking lot.

- The maximum speed of a cart depends upon the terrain over which it is being driven, the weather conditions, and the total weight of the cart and passengers and any equipment being carried. A cart should be operated on campus at a speed equivalent to a well-paced walk but no faster than fifteen (15) mph. Never exceed the safe speed limit.
- Never shift gears from forward to reverse (or vice versa) while the vehicle or cart is in motion.
- Cart operators will reduce speed when turning or passing through campus bollards.
- Reduce speed to compensate for inclines, pedestrians, and weather conditions.
- Pedestrians *always* have the right of way. Reduce speed when approaching pedestrians.
- Carts may not be parked where they will block emergency equipment, pedestrian aisles, doorways, intersections, or the normal flow of traffic.
- Carts should not be driven or parked on grass or landscaping nor driven across or parked on the Oviatt entrance.
- When carts are not in use, the operator will place the cart control lever in the "Neutral" position, set the foot break, and remove the key.
- Never leave the keys in the vehicle or cart when unattended.
- When storing over-night, USU vehicles and carts will be secured within the Facilities & Maintenance yard.
- The vehicle or cart operator may be held responsible for damages caused by negligence.
- Any employee who observes an operator driving in an unsafe manner must report the driver to their supervisor and the Executive Director/designee *immediately*.

Cart Safety Checklist

Before operating a USU cart the operator is expected to:

- Check fuel level for gas powered carts. Contact Maintenance staff if gauge reads $\frac{1}{4}$ full or less.
- Check for proper tire condition and inflation.
- Check brakes, turn signals and brake lights for proper operation.
- Check for any indication of fluid leaks such as wet spots under the cart.
- If a cart is in need of repair or maintenance, it will be taken out of service and reported to Facilities & Maintenance for repairs.

Battery Recharging (if applicable)

The following safety precautions shall be observed when recharging cart batteries:

- Recharge carts only in designated areas with an approved battery charger (designed to shut off automatically when the batteries are fully charged.)
- Do not smoke near the recharging station.
- Do not recharge near an open flame or source of ignition.
- Pour baking soda on all spilled battery acid before cleaning up the spill.
- Wash skin thoroughly with cold water if in contact with battery acid.
- Disconnect all battery charger cords before using the cart.

Your signature below indicates you have read and understand the above information:

Print Name

Trainer Initials

Signature

Date

- By checking this box I agree I will only operate a personal vehicle on USU related business with prior supervisor approval.
- By checking this box I agree I will **not** operate a personal vehicle on USU related business. (Note: Do *not* check this box if you intend to use your personal vehicle for USU related business.)