



POLICY: I: 23—Utility Cart (Carryall) Safety  
Procedure Review: Annually

DATED: December 1999  
UPDATED: April 2020

APPROVED: Executive Director of Facilities and Construction:

I. INTRODUCTION

The proper operation of powered utility cart (carryall) training is required of Facilities Management (FM) employees. This procedure will act as the guidelines for FM employees who use utility carts for work purposes and/or service utility vehicles.

II. PURPOSE

The purpose of this procedure it is to ensure utility cart operators are informed of the hazards that exist when operating a utility cart and to prevent unnecessary damage or injuries.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction- Responsible for overall implementation of this procedure.
- B. Directors, Managers, and Supervisors - Responsible for ensuring employees in their area(s) who use or service utility carts receive the required safety training.
- C. Risk Management Safety and Training Coordinator - Responsible for providing training to Power Plant staff and retaining necessary documentation.
- D. Landscaping Supervisor – Responsible for providing training to Landscaping and Recycling staff and ensuring documentation is forwarded to Risk Management staff.
- E. Operators - Responsible for the utility cart vehicle according to the instructions set in this procedure.
- F. Garage Employees - Responsible for providing necessary maintenance to the utility cart vehicle(s) according to the manufacturer's specifications.

IV. PROCEDURE

- A. Operators must have a valid driver's license.
- B. Operators are required to receive utility cart safety training.
- C. Operation of utility carts on campus will normally be "off street."

- D. Carts are not allowed in areas not designated by police and safety vehicle control policies.
- E. Cart occupancy will be limited to the manufacturer's specifications.
- F. No modification shall be initiated or made to any cart without the permission of the manufacturer.
- G. Operators will maintain the safe speed limit of the cart and avoid any abrupt maneuvers to avoid turning the cart over.
- H. Smoking/vaping is not permitted while carts are moving or sitting idle.
- I. Use of headphones, cell phones or other devices that may cause a distraction are not permitted while carts are in use.
- J. Pedestrians have the right of way at all times and the driver of the cart will come to a complete stop at cross walks.
- K. If mechanical or safety issues are found, the vehicle is not to be operated until repairs are made. FM garage staff should be notified of the issues for repairs.
- L. If involved in an "off street" incident, the operator is to notify Campus Police immediately and the FM Transportation office.
- M. If involved in an "on street" incident, the incident must be investigated as a state motor vehicle incident immediately by a Campus or State Police officer. If there is over \$1000 damage, a personal injury or death, it must also be submitted to the Virginia Department of Motor Vehicles. The incident must also be reported to the Transportation office.

## V. TRAINING

- A. Utility cart safety training shall include, but is not limited to, the following information:
  - The procedures outlined in this procedure.
  - Responsibilities of those involved in the program.
  - An introduction to the utility cart controls.
  - Pre-start inspection procedure for safety and mechanical failure.
  - Proper conduct for driving the utility cart, while obeying safety regulations.
  - Steps to take when leaving the cart.
- B. Training is to be documented and include the operator's name, instructor's name, date of training, brief outline of the training, and copies of any tests.

## VI. Safety Training Outline Utility Cart (Carryall)

### A. Introduction to Controls

- Key switch
- Forward-neutral-reverse lever
- Accelerator pedal
- Combination service brake and hill (parking) brake pedal.

### B. Functions:

1. Key switch functions.
2. F-N-R-lever allows you to select the direction you wish to travel.
3. Accelerator pedal releases the parking brake (if engaged) and controls the amount of fuel to run the engine.
4. Combination service brake and hill brake pedal stops vehicle quickly when depressed and/or locks in place to act as a parking brake.

### C. Before Starting Engine.

1. Inspect the vehicle
2. Items found to be damaged, broken, or prevents the safe use of the vehicle must be reported to the immediate supervisor.

### D. Starting the Vehicle:

1. Apply the parking brake and fasten seat belt.
2. Place the F-N-R lever in the neutral position.
3. Put the key in the ignition and turn to on.
4. Put the F-N-R- lever in the desired position.
5. Release the parking brake.
6. Depress the accelerator to start the motor.

### E. Driving the vehicle:

1. Always check area behind vehicle before backing up.
2. Two (2) persons are the maximum occupancy for these vehicles.
3. Do not put hands, feet, or any other body parts outside the vehicle while it is in motion.

4. Drive at posted speeds, or less as conditions allow. Maintain a low speed on wet or slippery surface. Do not exceed 10 mph on "off street" paths or operate on roadways with posted speed limits higher than 35 mph.
5. Avoid areas with wet or loose terrain. Drive vehicle on hard surface and avoid soft shoulders.
6. Approach blind corners, hidden driveways, and sharp turns with caution. Vision is severely distorted through front corner windows.
7. Avoid travel over steep grades and avoid abrupt maneuvers at any speed.
8. Do not exceed the load capacity. Do not force the vehicle to pull a load which is too heavy. These vehicles have a relatively high center of gravity especially when occupied by operator alone or with passenger.
9. Do not dismount until the vehicle has come to a full stop.
10. Remain seated while vehicle is in motion.
11. Passengers are not allowed to ride on rear deck.
12. Operators will come to a full stop for pedestrian traffic, at cross walks and before crossing or entering a street.
13. Bring the vehicle to a complete stop before shifting the F-N-R lever.

F. Leaving the Vehicle:

1. Engage the parking brake.
2. Put the F-N-R lever in neutral position.
3. Turn the key to off position, release safety belt, remove the key and keep it with you.

G. Fueling:

1. Turn switch to the off position and allow 15 minutes for engine to cool before fueling.
2. Do not pour gasoline into the fuel tank when the engine is hot or while running.
3. To avoid electric arc caused by static electricity, the fuel storage/pumping device must be grounded. If the pump is not grounded, the vehicle must be grounded to the pump before and during operation.
4. If the vehicle has an all-weather enclosure installed, the gas tank must be properly vented as per manufacturer's instruction.
5. To avoid the possibility of fire, clean up spilled gasoline before operating the vehicle.