

Guidelines for Campus Cart Usage
October 2014

I. Applicability

This Policy applies to any use of all three (3) or four (4)-wheeled carts (classified as industrial trucks under Cal OSHA) that are powered by electrical motor or internal combustable engines by Caltech employees, contractors and others on the Caltech campus.

II. Purpose

The purpose of this Policy is to provide guidance regarding acquisition, use, and disposition of all carts on campus. Contracts must reference this policy.

III. Authorized Use

The use of Caltech-owned carts at Caltech is limited to Caltech employees in the course and scope of Institute business. Contractors with contractor-owned carts on campus agree to follow the Operational Procedures in these Guidelines.

IV. Driver Requirements

Drivers must be at least 18 years old and possess a valid driver's license. Drivers must complete the cart operation and safety training course online at http://safety.caltech.edu/training/elec_cart. In addition all drivers must have hands-on training provided by their Division or Department. Each Division or Department must ensure that these requirements are met and that all drivers are provided a copy of this policy.

V. Operational Procedures

a. Approved Areas

Use of carts is restricted to designated routes/times shown on the attached map. A laminated copy of the map must be carried in each cart.

b. Safety

- Carts must not be operated in a manner that endangers passengers, other individuals or damages Institute property.
- Pedestrians and bicyclists have the right of way at all times.
- Carts shall not be operated along public streets, except for crossing as shown on the attached map.
- The speed limit for carts is 5 mph.
- Brakes must be set when carts are parked. Consider using chocks when on an incline.
- Passengers must keep their heads, legs and arms within the cab of the cart and remain seated while the cart is in motion.
- Persons may only ride sitting in designated seats.
- Occupancy must not exceed the passenger limit and load capacity stated by the manufacturer.
- Drivers should not honk their horn unless necessary to avoid an accident.
- Carts may not be modified beyond manufacturers standards and accessories allowed.
- Carts may not be loaned to students. Exception is student employees for work-related use if they are otherwise a qualified driver.
- Drivers must avoid being distracted while operating carts, including limiting the use of communication devices.
- Do not drive on grass or off paved paths.

c. Storage & Battery Charging

- Carts should be properly secured after hours and/or when not in use.
- Keys should be removed to prevent unauthorized use.
- Follow manufacturer's instructions for recharging. Beware of overloading charging circuits.
- A cart may not be used to jump-start another vehicle.
- The cart's power source must not be accessible to rain or other moisture.
- Designated locations for charging carts must be established. For consultation/evaluation contact EHS or the electrical shop.

VI. Acquisition & Registration

A Division or Department purchasing a cart must do so through the Procurement Department. Procurement has negotiated discounted pricing agreements for purchases of carts and supplies. Upon delivery, the Division or Department must notify the Facilities Management Motor Pool to register the cart, get an identification number for the cart, and have it added to the maintenance schedule and master list.

VII. Disposition

Prior to disposal of any cart, contact the Facilities Management Motor Pool to discuss protocol and options.

VIII. Loaner Cart Program

Divisions and Departments which have an infrequent need for carts are encouraged to use Cart Loaner Program. To borrow/reserve a cart for a few hours up to a few days please contact Graphic Resources and Mail Services ext. 6371 or go to:
www.graphicresources.caltech.edu.

The Graphic Resources and Mail Services electric cart loaner program supports Caltech's Sustainability efforts to reduce Caltech's environmental impact and promoting stewardship within the Caltech community

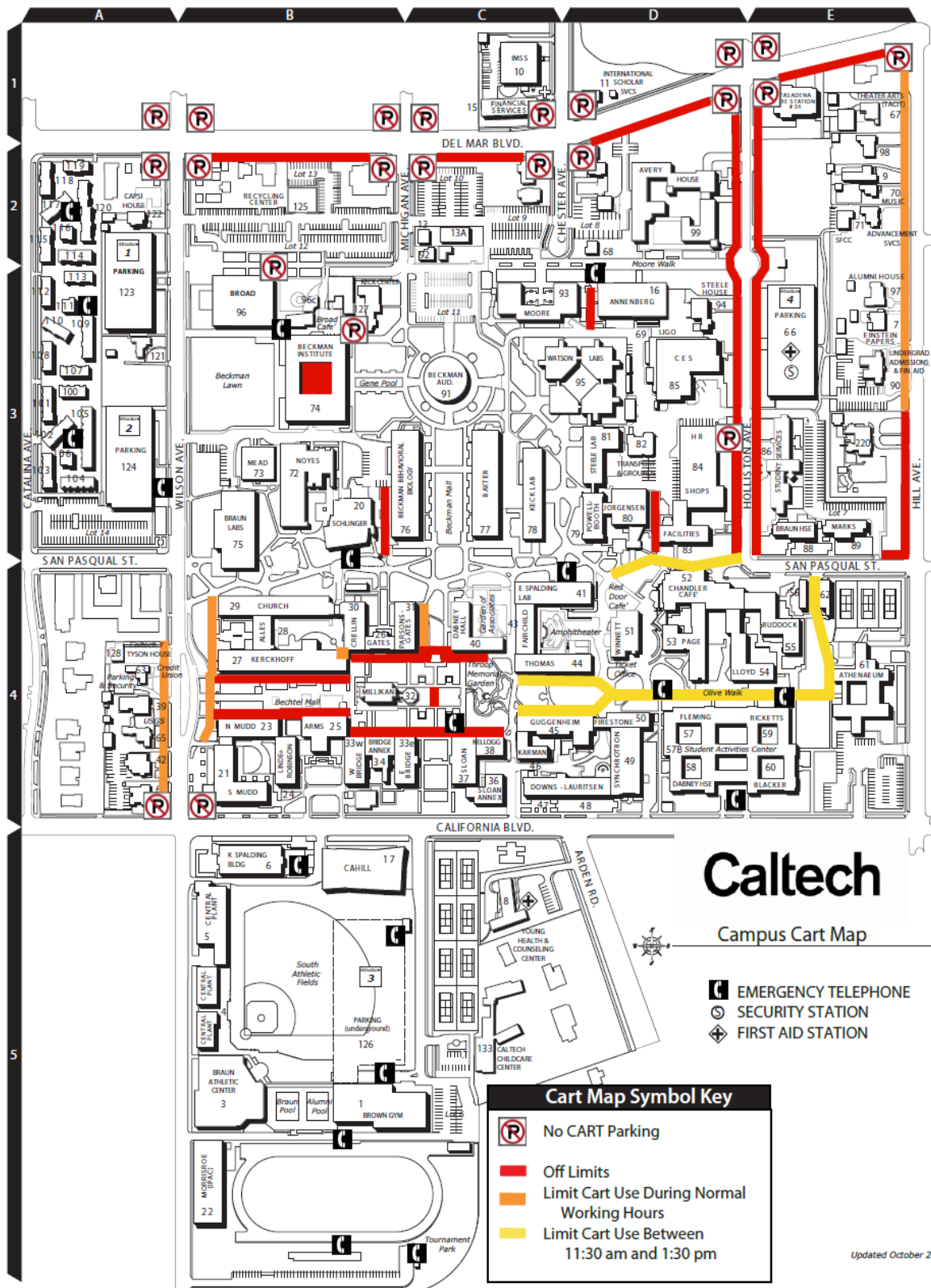
IX. Maintenance

Divisions and Departments must ensure that their carts are routinely inspected and maintained as recommended by the manufacturer, but in no case less than annually. Maintenance must be performed by the Facilities Management Motor Pool.

X. Accident Reporting

All accidents and injuries must be reported immediately to Security and your supervisor.

Attached: Caltech Campus Cart Map October 2014



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Campus Cart Map

- EMERGENCY TELEPHONE
- SECURITY STATION
- FIRST AID STATION

Cart Map Symbol Key

- No CART Parking
- Off Limits
- Limit Cart Use During Normal Working Hours
- Limit Cart Use Between 11:30 am and 1:30 pm

Updated October 2014