

## Guidelines for the Operation of Carts May 2024

### I. **Applicability**

This policy applies to any use of three (3) or four (4)-wheeled carts that are powered by electrical motor or internal combustion engines by Caltech employees, contractors, and others while on and transiting between Caltech owned property.

### II. **Purpose**

The purpose of this policy is to provide guidance regarding acquisition, use, and disposition of all carts operating on and between Caltech owned property. Contracts must reference this policy.

### III. **Authorized Use**

The use of Caltech-owned carts is limited to Caltech employees in the course and scope of Institute business. Contractors with contractor-owned carts agree to follow the operational procedures in these guidelines and clearly mark all carts with company or contractor names and logos.

### IV. **Driver Requirements**

Drivers must be at least 18 years old and possess a valid driver's license. Drivers must enroll in and complete the cart safety training course through MyLearn. Contact the Safety office at [safety.training@caltech.edu](mailto:safety.training@caltech.edu) if you have any questions. 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**

Only drivers authorized by the Institute and trained in the safe operation of these carts shall be permitted to operate such vehicles.

#### 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

- Pedestrians and bicyclists have the right of way **at all times**.
- The speed limit for carts is **5 mph**.
- Carts must not be operated in a manner that endangers passengers, other individuals, or damages Institute property.
- Carts shall not be operated on public streets, except for crossing at signaled or signed intersections as shown on the attached map.
- Operation of carts is prohibited on Olive Walk and San Pasqual Walk between the hours of 11:30am and 1:30pm Monday through Friday.
- Carts must only be parked on Caltech property and may not be parked in such a way as to impede the free circulation of pedestrians, bikes, or other carts.
- Parking is prohibited in front of building doors, within public rights-of-way, including sidewalks, driveways, and streets, or on private property not owned by Caltech.
- 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.
- Use seatbelts for operator and passenger(s) if the cart is equipped and/or if driving a cart designated street legal pursuant to California Vehicle code.
- 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. Communication devices, including cell phones, shall not be used while the cart is in motion. Security personnel may use hands free devices, if warranted.
- 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 EH&S or the Facilities Electrical Shop through a Facilities Service Request.

## VI. Acquisition & Registration

A division or department purchasing a cart must do so through Caltech Procurement. Procurement has negotiated discounted pricing agreements for purchases of carts and supplies.



Upon delivery, the division or department must notify the Facilities Motor Pool to register the cart, get an identification number for the cart, and have it added to the maintenance schedule and master list. All Caltech-owned carts must be marked with the approved Caltech logo and clearly display the identification number.

**VII. Disposition**

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

**VIII. Loaner Cart Program**

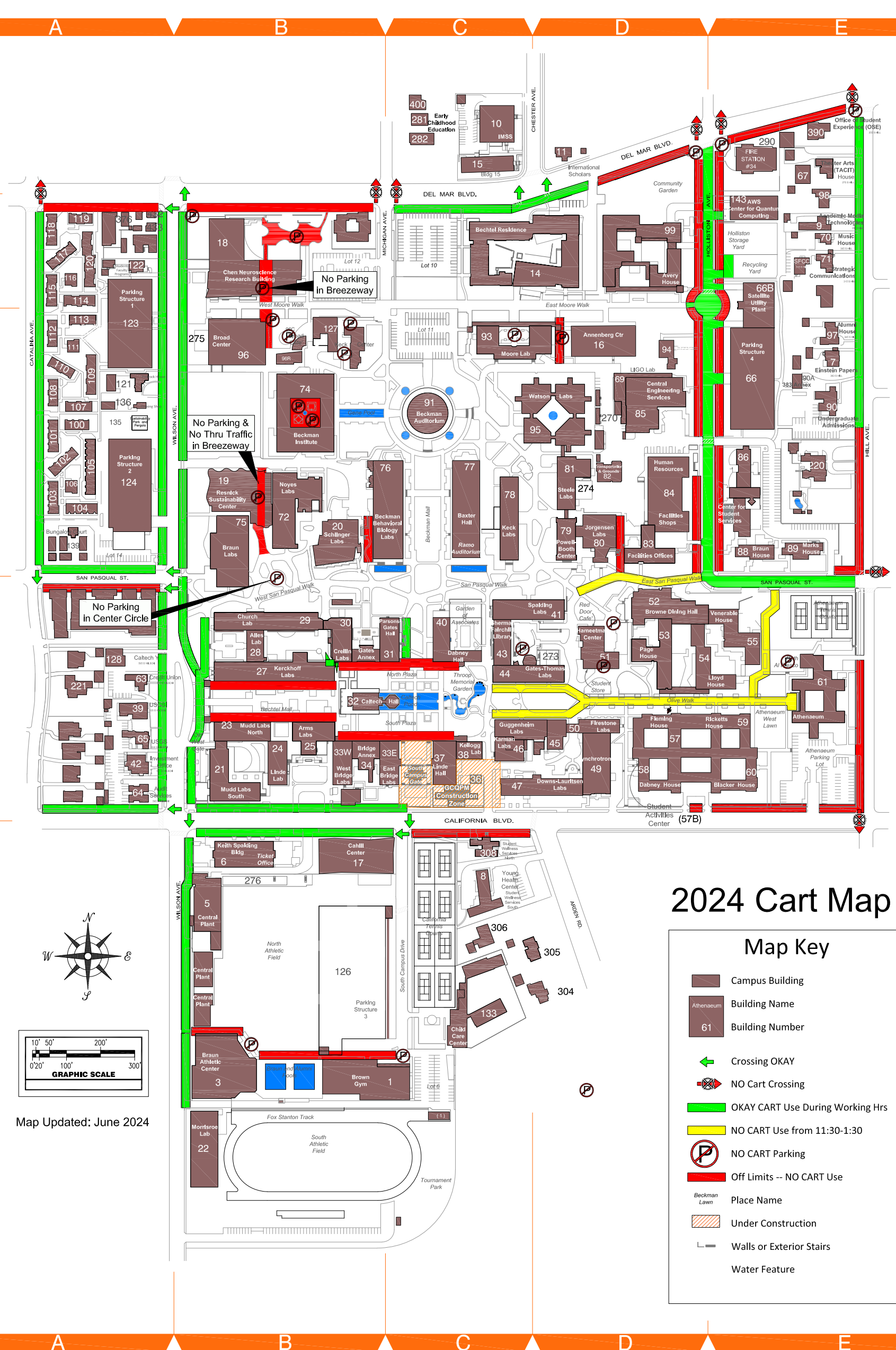
Divisions and departments that have an infrequent need for carts are encouraged to use the Cart Loaner Program. To borrow/reserve a cart for a few hours up to a few days please contact Mail Services at ext. 6371 or email Darrell Goudeau at [Darrell.Goudeau@caltech.edu](mailto:Darrell.Goudeau@caltech.edu).

**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 Motor Pool.

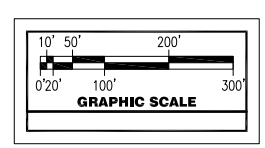
**X. Accident Reporting**

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



# 2024 Cart Map

Map Key	
	Campus Building
	Building Name
	Building Number
	Crossing OKAY
	NO Cart Crossing
	OKAY CART Use During Working Hrs
	NO CART Use from 11:30-1:30
	NO CART Parking
	Off Limits -- NO CART Use
	Place Name
	Under Construction
	Walls or Exterior Stairs
	Water Feature



Map Updated: June 2024