



SECTION 25 - MOTORIZED CART SAFETY

25.1 Operator Guidelines

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25.3 Vehicle Inspection Checklist (optional)

25.4 Motorized Cart Safety Acknowledgement Form

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25.1 OPERATOR GUIDELINES

A. Objective

To establish guidelines for the safe operation and maintenance of college owned motorized carts and to reduce the potential for user injury and equipment/ property damage.

B. Scope

These guidelines shall apply to all Harper College authorized drivers who, as part of any job task, operate a College owned, rented, or leased motorized cart designed to transport employees and/or equipment throughout the campus. These guidelines do not apply to any fork trucks, internal combustion cars or trucks, farm vehicles, or vehicles intended primarily for earth moving or over the road hauling.

C. References

Department of Labor, Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations 1910, Texas State University- San Marcos Golf Cart/Utility Vehicle Policy, California State University- Fullerton Small Cart Program, Dickinson College Small Utility Vehicle Safety Policy and University of Missouri Guidelines for Safe Operation of Golf Carts/ Utility Vehicles.

D. Definitions

Throughout these guidelines, the use of the terms “motorized cart” or “cart” shall refer to any golf carts, utility carts, Gators, John Deere, or any other vehicles defined under section B. Scope of this chapter.

The use of “authorized driver” is any employee, contract personnel, and/or student employee that possess a valid driver’s license and is trained and authorized by their supervisor to operate a motorized cart.

E. Procedure

An authorized driver who operates a motorized cart to assist them during any work assignment or task will comply with the guidelines in this document. Authorized drivers are required to review these guidelines and sign a statement acknowledging their understanding and awareness of the Colleges safety regulations and expectations.

F. Training

No person shall operate a motorized cart until they have been trained and certified in its proper operation. Training shall consist of the authorized driver reviewing and understanding these guidelines and completing the Motorized Cart Safety Acknowledgement Form, located at the end of this section, certifying they have completed these obligations. Proper documentation of this training must be provided by and maintained by the authorized driver’s supervisor.

G. Driver Qualification

All authorized drivers must have a valid driver’s license from their state of residency to operate any College-owned or leased motorized carts.

Proof of license must be provided and recorded by each authorized driver’s department supervisor before operation of any motorized cart. Records must be kept by each department supervisor and shall be valid for one (1) year.



H. Authorized Drivers Responsibilities

- No horseplay, goofing off, stunt driving, or dangerous maneuvers of any type will be tolerated.
- Motorized carts will only be operated within Harper College property and not on public roads like Euclid Ave., Roselle Rd., or Algonquin Rd.
- Motorized carts will be operated at speeds no greater than 10 MPH, or as safety concerns demand. Drivers should always consider the terrain, weather conditions, pedestrian and vehicular traffic in the area, and any other conditions that may affect the ability to operate the cart safely.
- Drivers will have a valid Driver's License issued from the state where they reside. Authorized users shall notify their supervisor if their driving status has changed.
- Drivers will stop at all "blind intersections", and then proceed with caution.
- Motorized carts are to be driven on improved or paved surfaces unless a landscaped area is the only available way to access a specific area where work is to be performed. If a cart must be driven on a landscaped area to allow for pedestrian right-of-way, the cart should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear.
- Carts may drive on grassy areas surrounding the athletic fields but should avoid the playing field and areas that are soft to prevent damage to irrigation systems.
- Motorized cart traffic should not impede or interfere with normal pedestrian flow on sidewalks, ramps, or roadways.
- Motorized carts are to be driven on service drives and roadways whenever possible, rather than pedestrian sidewalks.
- Pedestrians will always have the right-of-way.
- Authorized drivers will not park carts in the following locations:
 - Fire lanes
 - Handicap parking lanes
 - Reserved parking locations
 - Within 20 feet of the main entrance/exit of any building in any manner that would impede the flow of pedestrian traffic
 - In any location that would impede handicap accessibility
- Authorized drivers will not operate carts while wearing sound impeding devices such as stereo headsets, ear plugs, etc.
- Use of cellular phones while driving is prohibited. This includes any talking, texting, picture taking, etc.
- All passengers must be seated while the cart is in operation. No persons are permitted to stand, lean, or hang body parts outside of the cart.
- No person, other than an injured athlete, can ride in the bed of a cart.
- Authorized drivers should ensure that all loads are properly secured prior to departure.
- Authorized drivers are required to report ALL incidents and injuries that occur operating a cart.

NOTE: Authorized drivers that violate these operating responsibilities may be suspended from all operating privileges.

I. Supervisor Responsibilities

- Supervisors will ensure that all authorized drivers who operate a cart have been trained with this policy.
- Supervisors are responsible for collecting and retaining a signed copy of this policy stating that authorized drivers have read and understood these requirements and guidelines upon use of a motorized cart.
- Supervisors will ensure that all authorized drivers operating a cart have a valid driver's license.
- Supervisors will ensure that no one under the age of 18 is permitted to operate a motorized cart on Harper's campus.



- Supervisors shall ensure that all carts are kept in safe working condition and will send carts to be repaired as soon as a problem is discovered.
- Supervisors are responsible for the safe driving habits of the authorized driver. Whenever an authorized driver is noticed or reported to be operating a cart in an unsafe manor, supervisors are required to take proper disciplinary actions, which may include a re-review and signing of this procedure, up to suspension of driving privileges.
- Supervisors should record, document and report all incidents to all the proper departments.

J. Accident Reporting/ Investigating

Drivers must report all accidents, regardless of the damage, to their supervisor. Accidents which result in damage to property or cause a bodily injury should be reported to the Manager, Environmental Health, and Safety, (ehsrm@harpercollege.edu), following the procedures laid out in *Section 5: Incident / Injury Management* of the Environmental Health and Safety Manual.

CALL 911 IN THE EVENT OF ANY LIFE-THREATENING INJURY.

For other, non-life-threatening injuries, the following steps should be followed:

- Notify the proper supervisor.
- Proceed to Northwest Community Healthcare (NCH) Outpatient Care Center in Building M for treatment. If you cannot make it on your own, have another person assist you in getting to NCH.
 - Individuals may also see their primary care physician as an option.
- If the incident was due to a work-related event, make sure your supervisor completes an Incident/Injury Report and sends it to the Manager of Environmental Health and Safety (ehsrm@harpercollege.edu) with a copy sent to Human Resources (hr@harpercollege.edu).
- If NCH is closed, then proceed to one of the following locations for treatment:
 - NCH Schaumburg Treatment Center, 519 S. Roselle Rd. Schaumburg II
 - Hours: Mon. to Fri. 7 a.m. to 10 p.m.
 - Weekends and Holidays: 8 a.m. to 6 p.m.
 - NCH Emergency Room, 800 W. Central Road, Arlington Heights
 - After Hours: 10 p.m. – 7 a.m.

K. Maintenance

Authorized drivers that operate any College owned or leased carts must notify their supervisors of any maintenance or repairs needed to a cart. It is the supervisor's responsibility to ensure that all carts in need of repair are taken out of service and repaired promptly. Carts may be sent to either the Facilities Management Auto Shop for repair or to the company in which they were purchased, rented, or leased.

25.2 MOTORIZED CART INVENTORY LIST

VEHICLE #	DEPARTMENT RESPONSIBLE	VEHICLE TYPE
#	Athletics Department	RXV EZGO – Club Car
#	Athletics Department	TX4x2- Gator without top
#	Athletics Department	XUV835M- Gator with top
25	Custodial Supply Warehouse – Building U	Electric Gator- John Deere
#907	Harper College Police Department	Polaris Ranger (#R23MAA57B1)
22	Mailroom/ Print Shop – Building S	Gator
03	Maintenance	Gator
50	Roads and Grounds	Bobcat Tool Cat Gator
23	Roads and Grounds	Gator
18	Roads and Grounds	Gator
19	Roads and Grounds	Gator
28	Roads and Grounds	Gator
30	Roads and Grounds	Gator
31	Roads and Grounds	Gator
27	Roads and Grounds	Gator
20	Roads and Grounds	Gator
33	Roads and Grounds	Plow Gator
1	Set-Up Crew	Gator
24	Shipping and Receiving	Gator
1	Shipping and Receiving – Building B	Gator – John Deere
#	Student Involvement	Villager 6 - Blue
#	Student Involvement	Villager 6 - White
#	Student Involvement	Villager 6 - White
#	Summer In Zone Program	Rentals
29	Utilities	Gator



25.3 VEHICLE INSPECTION CHECKLIST (optional)

DRIVER:	DEPARTMENT:	DATE:
VEHICLE #:	MILEAGE/HOURS	SUPERVISOR:

Make note of all problems/repairs that are needed to the following locations:

	Yes	No	Comments
1. Mirrors are clean, clear, not damaged:	_____	_____	_____
2. Lights are operational:	_____	_____	_____
3. Engine oil level (if applicable):	_____	_____	_____
4. Fuel (if applicable):	_____	_____	_____
5. Charged battery:	_____	_____	_____
6. Belts and hoses in good condition:	_____	_____	_____
7. Breaks (foot and hand):	_____	_____	_____
8. Horn is operational:	_____	_____	_____
9. Tires in good condition:	_____	_____	_____
10. Clean inside and outside:	_____	_____	_____
11. Body condition inside and outside:	_____	_____	_____
12. Any other issues:	_____	_____	_____



25.4 MOTORIZED CART SAFETY ACKNOWLEDGEMENT FORM

I _____ (print name) have reviewed and understood a copy of Harper College's Motorized Cart Safety guidelines on _____ (date). I have received a copy of the document and agree to comply with all the rules, guidelines, and obligations set forth. I am aware that by violating any of the provisions in this document, I may lose my ability to operate a motorized cart, and continued violation of these provisions may result in further disciplinary action.

Signature of Driver

Date

(Signature of Supervisor)

Date

Copy to be maintained by _____ department for one year. A new Acknowledgement Form should be completed each year.