



Irvine Unified School District

Utility Cart Safety Information Acknowledgement Form

This form shall be completed by all employees prior to operating a utility cart

Department: _____

Employee Name: _____

Name of Supervisor: _____

By signing below I acknowledge that:

- I have read the District's Utility Cart Safety Policy (attached).
- I understand the terms and conditions of the District's Utility Cart Safety Policy.
- I have been provided with the opportunity to ask questions related to the District's Utility Cart Safety Policy.
- I have successfully completed the Utility Cart Safety Training Program.

Date Attended _____

- If my position requires me to operate utility carts, I acknowledge I need to attend the Utility Cart Safety Training Program every three (3) years.
- I possess a valid driver's license # _____

Employee Signature

Date

Supervisor Signature

Date

Keep this form in employee's file for a minimum of 5 years



Utility Cart Safety Policy Irvine Unified School District

Purpose

To provide authorized District personnel with guidelines so that rented or District owned utility cart-type vehicles are operated in a safe manner in the Irvine Unified School District to prevent injuries and property damage.

Authorized Use

Motorized vehicles including utility carts and other 3 or 4-wheeled vehicles that are powered by electric or internal combustion motors. This does not apply to tractors or other machinery.

- *Student use of utility carts is prohibited.*
- Transporting equipment/supplies for events on Irvine Unified School District Property.
- Delivering products and goods.
- Transporting injured students and staff.

Utility Cart Operations

- **General**
Vehicles shall not be operated in a manner that may endanger passengers or other individuals, or harm Irvine Unified School District property.
- **Passenger Limit/Load Capacity**
Do not exceed the passenger limit and load capacity designated by the vehicle's manufacture.
- **Approved Areas**
Utility carts shall only be driven on school district property. Utility carts shall not be driven on city public streets.
- **Speed Limits**
Operators must not exceed speed limits for motorized vehicles. Operators must reduce speed on walkways and in pedestrian areas. In crowded pedestrian areas, operators must park or proceed at a slow walking pace.
- **Parking**
When parked, the ignition key must be removed from the vehicle and the emergency brake engaged. Do not block entrances to buildings, stairways, disability ramps, or main walkways. Do not chain vehicle to fixed objects (e.g., pole, tree, etc.).
- **Recharging Electric Vehicles**
Electric vehicles will be recharged at location designated for such use. Use of extension cords from inside the buildings to vehicles is prohibited.

- **Refueling internal combustion vehicles**
Fueling will be done outdoors at location designated for such activities. If vehicle is refueled from a gas can, the vehicle must be grounded.

Reporting Accidents/Injuries

Promptly report all accidents and injuries to an immediate supervisor.

Purchased/Donated Utility Carts

Any utility cart that is purchased or accepted as a gift, must meet minimum safety requirements. The minimum safety equipment required must include, but not limited to:

- Key operated
- Deadman switch
- Reverse alarm

If the cart does not come with such equipment, the manufacture should be contacted to see if it can be modified to add the missing equipment.

A utility cart must certify in writing as meeting cart manufacture safety requirements before it is purchased or accepted as a donation.

Operation Safety Rules

1. Utility carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians shall be afforded the right-of-way.
2. Each requirement of this policy applicable to safety and considerations for care and courtesy shall be applied for persons in wheelchairs or any type of mobility assistance device.
3. Utility carts shall be operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.
4. Utility cart operators shall be responsible for the security of ignition keys for the period that a cart is assigned to them.
5. Utility carts shall be operated within the confines of the school premises only.
6. Any individual or entity who is not an employee of the District, who wishes, to use District utility carts shall seek written from the supervisor of the department to which the vehicle is registered.

7. Authorization to operate a utility cart is contingent on the possession of a valid driver's license and successful completion of utility cart training. Employees shall immediately notify their supervisor if their driver's license becomes suspended or revoked.
8. No utility cart is intended to be operated in excess of 15 miles per hours.
9. Utility carts intended for use between dusk and dawn, regardless of operating speeds, shall be equipped with headlights and taillights/brake lights.
10. Utility carts shall be operated in compliance with the common "rules of the road" regardless of whether carts are being operated on sidewalks or roadways.
11. Utility carts shall be equipped with a functional horn.
12. Operators of utility carts, which are not equipped with turn indicators, shall use appropriate hand signals.
13. Each operator shall be responsible to provide timely notification to their immediate supervisor of safety and maintenance concerns regarding utility carts.
14. Operators shall stop utility carts at all blind intersections and sound their horns before proceeding.
15. Utility carts shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic in heavily traveled areas.
16. Operators shall take special care when operating utility carts in inclement weather and should consider ceasing utility cart operations.
17. Utility carts shall not be driven through buildings except under the following circumstances:
 - Police or medical emergency
 - To provide maintenance services at a location inside the building to which equipment and supplies, but not people, are being transported to the work site.
 - To deliver materials which cannot be otherwise transported to a specific location in a building.

Supervisor Responsibilities

1. Supervisors shall assure that each employee within their unit, who is authorized to operate utility carts, is appropriately advised of all the requirements of the Irvine Unified School District.

2. Supervisors shall obtain, and maintain on file, a statement signed by each employee who has been authorized to operate utility carts, attesting to their knowledge and understanding of the District's Cart Safety Policy (see Utility Cart Safety Information – Acknowledgement Form).
3. Supervisors shall assure that employees review the District Utility Cart Safety Policy at least annually and shall consider comments and concerns, observed or reported, regarding each operator's compliance with the District's Utility Cart Safety Policy.
4. Supervisors shall implement procedures for control of utility carts assigned to their department. Such procedures should include the use of a "sign-out log" for keys.
5. Supervisors shall assure that utility carts are operated in accordance with the manufacture's recommendations. Utility carts shall not be modified in any manner that affects the recommended mode of operation, speed or safety of the vehicle.
6. Supervisors shall assure that each utility cart is tagged with the maximum load capacity recommended by the manufacture. Utility carts equipped with a back carriage shall not be overloaded. Overloading decreases maneuverability and safe operations.