

## 1. Purpose & Scope

This program provides guidelines for the operation of electric or gas-powered carts, golf carts and similar type utility vehicles (hereafter “carts”) on Maricopa County Community College District (MCCCD) campus properties, including traveling to/from campus locations that may be separated by property owned by others or require travel on public roadways to reach the desired campus location. This program establishes proper safety procedures and practices, which will promote safe operations and provide our students, faculty, staff, and visitors a safe environment.

The purpose of this program is to define **who** may operate a cart, the required training for cart drivers, and when carts may be used, which includes, but not be limited to:

- Transporting tools & equipment long distances that are too large/bulky to be carried by personnel
- Transporting persons with physical disabilities
- Responding to emergency situations and patrolling the grounds
- Providing access to areas where a licensed vehicle may have difficulty navigating
- Avoiding damage to sidewalks, landscaping or other property that may occur with traditional licensed road-use vehicles

This program **does not** apply to automobiles, trucks and vans that are licensed by the State of Arizona for use on public roads. Drivers of automobiles, trucks and vans must comply with MCCCD Administrative Regulation 1.15.6 Transportation and 4.14 Motor Vehicle Usage. This program **does not** apply to construction contractors using carts within the perimeter of a construction site. This program does not apply to vendors that are on site for daily operations, unless prior authorization is given by Risk Management.

## 2. General Guidelines

All members of MCCCD including faculty, student workers, staff, and all carts used on campus are governed by this program. This program also applies to construction contractors using carts outside the perimeter of a construction site while traveling in or around MCCCD properties and to “authorized” vendors of MCCCD that are on site for daily operations.

There are two distinction classifications of carts that are used on MCCCD properties: Non-Licensed and Licensed/Registered. All cart drivers must meet the following criteria **based on the type of cart in use**, before operating a cart:

### 1) **Non-Licensed Carts:**

- Complete online cart safety program and sign a statement of understanding.
- Complete cart safety program every three years.
- Any person currently operating a cart has 30 days to complete the required training.
- The online training program is available in the Employee Learn Center.
- Each department shall maintain proof that the cart driver has completed the required training.

## 2) **Licensed/Registered Carts:**

- Employees that use licensed carts that are driven on public roads must comply with Administrative Regulations 1.15.6 Transportation and 4.14 Motor Vehicle Usage.
- Highlights of these Administrative Regulations are as follows:
- Authorized driver must possess a valid **Arizona** driver's license.
- Complete the driver training program approved by the district Risk Manager.
- Consent to an authorized motor vehicle record (MVR) review conducted on behalf of the college or District Office, initially and annually.
- Authorized drivers shall immediately notify their supervisors if and when their driver's license is suspended, revoked or in the event of a serious traffic violation in accordance with Administrative Regulations 1.15.6 Transportation and 4.14 Motor Vehicle Usage.

Any failure to adhere to this program, including failing to follow all motor vehicle laws and safe driving practices, may result in appropriate disciplinary action or suspension/revocation of the cart driver's privileges. This includes common safe practices and courteous operations recognizing that the carts will be operated where pedestrian, bicycle and vehicular traffic is common.

Other State laws or local ordinances may apply to the use of golf carts and other motorized transportation devices. It is the responsibility of the driver to know, understand, and adhere to all applicable laws, ordinances, and rules. The cart driver and/or the driver's department are responsible for any fines, fees, or penalties arising out of any violation of law, ordinance, policy or program.

All golf and utility carts used on MCCCCD properties are subject to minimum safety equipment/design specifications that include:

- All equipment must be in good working order.
- If operated after dusk and before dawn, headlights, tail lights and brake lights (2 of each).
- License plate light; if plated and registered.
- A horn with an activation button/switch within reach of the driver.
- The vehicle must have an ignition/on-off key to prevent unauthorized use.
- Parking-brake with adequate strength to hold the cart at least a 15-degree angle.
- Windshield if the cart is manufactured or modified after June 17, 1998.
- An audible (at least 80 decibels at 10 feet) back-up alarm when placed in reverse.

## 3) **Cart Registration/Signage/Driver Approval**

Each department will be responsible for maintaining a list of persons authorized to operate the licensed carts and other records as required. The authorization/approval process to drive a cart is the same as any other college owned, leased or rented vehicle. The MVR Release is available on the District-Office Risk Management website ([MVR Release](#)).

### 3. Cart Driver Rules

Carts shall be operated with the utmost courtesy, care and consideration for the safety and convenience of other vehicles and pedestrians. In congested pedestrian areas, operators must either park or reduce speed and proceed at a pace consistent with that of pedestrians. Pedestrians shall be afforded the right- of-way at all times. Pedestrians as defined in this document refer to: persons walking, jogging, inline skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.

Carts shall be operated in accordance with the following specific rules:

- All occupants in the vehicle shall keep hands, arms, legs and feet within the confines of the cart and remain seated while it is in motion.
- Drivers shall stop carts at all blind intersections and sound their horns before cautiously proceeding.
- Special care shall be taken while driving carts through parking lots to observe traffic and vehicles pulling in/out of parking spaces.
- Carts should be operated at speeds of less than 10 miles per hour in parking lots.
- Carts should operate and park only on hard surfaces unless the cart is specifically designed for and used for grounds maintenance, bulk transport, or personal assistance.
- Drivers may not wear headphones, use cell phones or use/operate any other device that may cause a distraction.
- Keys shall be removed when the cart is not occupied.
- Carts shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.
- Never exceed the maximum load capacity recommended by the manufacturer, either by number of occupants or weight of the passengers and load.
- Drivers of carts that are not equipped with turn indicators shall use appropriate hand signals. Carts that are licensed and used on public streets must have turn signals.
- All accidents involving carts shall be reported immediately to the supervisor of the department to which the cart is registered and a police report shall be filed with college Public Safety at the time of the accident. Regardless of whether property or personal injury occurred, accidents must be reported to the District Claims Manager within 24 hours.
- Each driver shall be responsible to provide timely notification of safety and maintenance concerns to the supervisor of the department to which the cart is registered and to college Maintenance and Operations Office for repairs.
- In the event a cart is decorated for a special event, the decorations must be securely attached in a manner that will not cause damage or obstruct the driver's vision in any direction.
- Carts shall not be driven through covered walkways (breezeway) except under the following circumstances
  - Emergencies, medical, police or safety operations,
  - In order to provide maintenance service at a location in a specific building to which equipment and supplies, but not people, are being transported to the work site, and

- To provide transportation for individuals with disabilities.
- Carts shall be parked and/or operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.
- Unless loading or unloading cargo or passengers, carts shall not be parked within 20 feet of the entrance or exit of any building, except loading docks. At no time should a parked cart block the ingress or egress to any building.
- Carts shall not be parked:
  - In fire lanes,
  - In metered parking spaces,
  - In handicap parking spaces (unless proper permit is acquired),
  - In reserved parking spaces (other than those spaces reserved for carts),
  - In any manner that would impede the normal flow of pedestrian traffic, and
  - On sidewalks or ramps that would impede handicap accessibility.
- Carts shall only be operated within the confines of campus or to reach a facility that may be separated by public roads or property owned by others.
- Carts that must traverse public roads must be licensed through ADOT - MVD.
- The cart batteries should never be used to jump-start other vehicles, used to power other devices, or removed for any reason other than to perform maintenance or replacement by a person trained and authorized to perform such work. Never attempt to check or add fluid/electrolyte to a battery.

#### **4. Repairs & Maintenance**

All repairs and maintenance shall be performed by qualified personnel.

Chargers for low speed electric vehicles must be plugged directly into a ground fault interrupter receptacle. The use of extension cords is forbidden.

Every cart must be checked prior to use each day to confirm the proper operation of critical equipment including:

- Lighting – headlights, taillights, brake lights, turn signals, flashing strobe light
- Brakes/Parking Brake
- Reflectors and signage if equipped
- Steering
- Horn
- Tire Inflation

Unless the manufacturer specifies a more frequent preventative maintenance schedule, the cart should be taken to Maintenance & Operations for a more extensive check and to provide routine preventative maintenance annually. In certain cases, carts used in more extreme operating conditions such as use in temperature extremes, operating in dusty/dirty areas, frequent starting /stopping or hauling loads that are near the manufacturer’s maximum rating may need to be placed on more frequent preventative maintenance routines to monitor wear and assure the cart receives adequate preventative maintenance.

In the event a cart has critical equipment that is not operational or is not functioning as intended, the cart shall be placed "out-of-service" and the key kept by an authorized individual to prevent the use of the cart until repairs can be completed.

## **5. Storage & Battery Charging**

The storage of each cart will be the responsibility of the department to which the unit is registered. Whenever possible, the carts should be stored in an area to allow for battery recharging and to shield the cart from inclement weather. Some unauthorized persons may find the cart enticing for a joy ride, and thus, a secured storage area and/or the use of a chain and padlock or steering wheel lock should be considered.

Carts that are powered by rechargeable batteries shall have dedicated charging stations with a ground-fault electrical outlet designed and rated for such use. The recharging outlets must be designed to be locked when not in use. Just as with the cart, the keys to the charging equipment should be controlled and only provided to persons authorized to operate a cart.

In some cases, a quick charge station may be necessary to maintain battery power between routine charging. In these situations, the location and installation of the quick charge station shall be in accordance with the recommendations of the manufacturer and the location may not limit or restrict access to any building, sidewalk, walkway, or exit route.

If available, the carts should be ordered with sealed or gel batteries that do not have caps to allow the fluid to be checked. The fluid in a battery is acidic and will result in an injury if it comes in contact with the skin or eyes. Inspection of any battery that can have the fluid checked by removing the caps shall only be done by personnel that are familiar with proper procedure to check the fluid, and personal protective equipment such as eye/face protection and acid-resistant gloves must be worn.

Questions regarding this policy; please contact the District Safety & Risk Control Manager at 480-731-8947.