



CAL STATE LA

# ELECTRIC CART SAFETY

Richard Brennan, Health & Safety Coordinator  
Risk Management & EHS Office



# The Main Points

## ■ Electric Carts:

- departmental authorization and training
- traffic laws
- restrictions around pedestrians
- the “restricted zone”
- OEM guidelines and requirements

# Departmental Authorization and Training

Supervisor approves your cart driving privilege using:

- Electric Cart Safety Training (this course)
- State Vehicle Defensive Driving Course
- Demonstration of proper driving technique and knowledge of driving rules and hazards.
- Registration in the University State Vehicle Driver Program
  - California DMV license check
  - Have an acceptable driving history
  - DMV Pull Notice Program

# Obey traffic laws required of all licensed vehicles

- CART OPERATORS WILL:

- Be familiar with all relevant regulations and traffic laws
- Comply with traffic laws
- Carry valid CDL
- 5 MPH** speed limit
- Operate carts in a safe manner at all times
- Financial liability for misuse



# Misuse of University Vehicles

- ❑ Driving without Authorization by University
- ❑ Driving without a valid CDL (class & type)
- ❑ Allowing non-University Employee(s) to drive
- ❑ Engaging in Unsafe Practices
- ❑ Falsification of Vehicle/Driver Documents
- ❑ Improper Storage of University Vehicle
- ❑ Personal Use or for non-University Business Use
- ❑ Failure to Comply with any law, regulation or policy regarding use of University Vehicles

Maintain...

# Our Pedestrian Friendly Campus



# Restricted Zone



## California State University, Los Angeles

- Administration - 8
- Arma Bing Arnold Children's Center - 30
- Applied Gerontology Institute - 15
- Arena Theatre - 2A
- Biological Sciences - 13
- Bungalows - L, Q, T, W, X
- Career Development Center - 17
- Cooperation Yard - 23
- Dokani (food services) - 40, 15A
- Engineering and Technology - 11
- Fine Arts - 9
- Fine Arts Gallery - 9A
- Golden Eagle (Bookstore, Conference Center, Food Court) - 6
- Gymnasium (Eagles Nest) - 10
- Hertzberg-Davis Forensic Science Center - 43
- Hydrogen Fuel Station - 48
- Inimate Theatre - 29B
- Jesse Owens Track and Field - 18
- Kennedy Library - 7
- King Hall - 3
- King Hall Lecture Halls I, II - 3A
- Los Angeles County High School for the Arts (LACHSA) - 7A
- New Facility - 20
- Lockman Gallery - 29A
- Lockman Theatre - 29
- Marx and Eva Stern Math and Science School - 26
- Music - 2
- Music Hall - 1A
- NASA SPACE Lab - 11A
- Physical Sciences - 12
- Public Safety/Parking Services - C
- New Facility - 46
- Rosier Field (Baseball) - 24
- Solator Hall - 15A
- Shipping and Receiving - 12
- Simpson Tower - 16
- State Playhouse - 1
- Student Affairs (Admissions) - 8A
- Student Health Center - 14
- Student Housing Complex - Phase I - 34, Phase II - 36
- University Police - G
- University-Student Union - 5
- Walls Aronberg Integrated Sciences Complex: La Kretz Hall - 27A, Wing B - 27B



# Restrictions Around Pedestrians


- Pedestrians have the right-of-way at all times.
- The main walkway area is a restricted zone between **8:00 a.m.** and **6:00 p.m.** (AP 502)
  - East-West travel is permitted across the restricted zone.
  - Restricted North-South travel.
- Alternative routes to the central walkway.
  - Supervisors have the responsibility of ensuring personnel are using alternative routes.



- Electric carts shall not be parked immediately in front of any building entrance or exit.
- No carts are to be driven through or parked in the Administration Building Courtyard at any time.



# Public Safety Form for Reporting Violations

 <b>Vehicle/Cart Unsafe Practice Report</b>			
Location activity observed (be specific):		Date of occurrence:	Time of occurrence:
Name of person driving the vehicle, if known: <input type="checkbox"/> Driver unknown		Cart identifier & number: Department: <input type="text"/> Number: <input type="text"/>	
Driver's description (unnecessary if known): Male <input type="text"/> Female <input type="text"/> Height: <input type="text"/> Weight: <input type="text"/> Clothing: <input type="text"/>			
Passenger's description, if any: Male <input type="text"/> Female <input type="text"/> Height: <input type="text"/> Weight: <input type="text"/> Clothing: <input type="text"/>			
Activity observed: (check all that apply) <input type="checkbox"/> Following too close <input type="checkbox"/> Causing an unsafe condition for pedestrians <input type="checkbox"/> Unauthorized occupant in/on vehicle <input type="checkbox"/> Stop sign violation <input type="checkbox"/> Driving too fast <input type="checkbox"/> Weaving in/out of traffic <input type="checkbox"/> Driving on main walkway during restricted period <input type="checkbox"/> Parked & blocking entrance or exit to a building <input type="checkbox"/> Other (describe below):			
Further description of actions observed [if necessary]:			
Name of person reporting observed activity:		Date of occurrence:	Time of occurrence:
Date department having control of vehicle or cart notified:	Return requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	Notified by:	

Visio: Vehicle-Cart Unsafe Practice Report

# CART PROCEDURES

- Inspect the cart before use.
- Carts shall not carry more people than designed to carry.
- Operators and passengers must keep their legs and arms in the cab at all times.
- Use of cell phones while driving.
- Use of headphones.
- Non-work related use of carts.
- Complaints/allegations of unsafe operation .



# CART PROCEDURES (continued)

- Loads are secured. All loads must be properly secured from falling off. Securing by holding the item while driving is unsafe.
- Observe cart load limit. Don't obstruct drivers view.
- Alterations affecting the capacity or function of the cart.
- Towing carts and proper transport of disabled carts.
- Smoking in carts is NOT allowed.  
(our electric carts are State Vehicles)



# Taylor-Dunn Operating Procedures

## ■ require...

- Maximum Speed Range 7-15 mph
- Tow of Vehicle (Flat bed or with Drive Wheels Elevated)
- Caution in Operating on Inclines of 10% or Greater
- Observe Driver Training Requirements
- Keep all parts of body in vehicle while in motion
- Adhere to Driver Qualifications at all times

[Taylor-Dunn Operating Procedures](#)

[Club Car Owners Manual](#)

[Cushman Shuttle](#)



# Links to Operator's Manuals

## Taylor-Dunn Operating Procedures

<http://taylordunnparts.com/manuals/>

[R\\_3-80/R3-80\\_SN136048UP.pdf](http://taylordunnparts.com/manuals/R_3-80/R3-80_SN136048UP.pdf)

## Club Car Owners Manual

<https://xrtdealers.clubcar.com/ownersManuals/>

[102189802\\_0800C1200A.pdf](https://xrtdealers.clubcar.com/ownersManuals/102189802_0800C1200A.pdf)

## Cushman Shuttle

[http://www.cushman.com/service\\_support/manuals.html](http://www.cushman.com/service_support/manuals.html)

# There are many misuses.



Unlike your automobile,  
carts are quite unforgiving.

Use as intended.

Respect your cart.

It is neither a toy nor an  
automobile...



# Incidents can happen...



Rushing will reveal hidden hazards.

Know your cart controls

Expect the unexpected



# Dangers are Out There...



Driving from bright light into dark

Inability to see dark objects  
then

Slow to dark adapt

Road does not appear rough.

An injury happened here.





# Dangers are Out There...



A cart should not attempt going over these speed bumps.

Squeeze around them

pedestrians....

...blind intersections



# Dangers are Out There...



A worse blind intersection.

Make a full stop !

Circle Drive considerations.



# References for cart operation:

- CSULA Inner Campus Cart/Vehicle Policy
  - [http://www.calstatela.edu/univ/ehs/docs/occ\\_safety/CartPolicy\\_2010.pdf](http://www.calstatela.edu/univ/ehs/docs/occ_safety/CartPolicy_2010.pdf) (also provided as handout)
  
- State Vehicle Program and link to Taylor Dunn or OEM's Safety Rules & Operating Instructions
  - [http://www.calstatela.edu/univ/ehs/rm\\_vehprog.php](http://www.calstatela.edu/univ/ehs/rm_vehprog.php)



Q QUESTIONS?