

## UTILITY CARTS

The carts referred to in this document are those that are operated solely by workers in the tunnels under the University; there are several carts which are used to transport people and cargo long distances through the tunnels. They are electric, which means they are very quiet, allowing them to quietly approach people if they are not cognitive of this detail. Furthermore, they are able to move quite quickly and coupled with the fact that the tunnels are so narrow this can present a potential collision hazard. In addition, these carts can be easily tipped over if not driven carefully when on an incline.

### Safety Concerns Prior to Operation:

- All operators shall receive adequate training (as determined by the supervisor) for the safe operation of the utility carts.
- All carts shall be equipped with emergency brakes, horn or other audible device, front/rear lights, engine brakes and speed limiters – all safety devices shall be inspected prior to each use to ensure they are in working condition (see [circle check](#)).
- Utility carts shall not be operated in a manner that may endanger the operator, passengers, property or other persons.
- Operators are responsible for the keys for the period of time in which they are using the vehicle; keys shall not be left in the cart while unattended and shall be returned to their designated area once no longer needed.
- While in motion the occupants, shall at all times, remain seated and keep their hands, arms, legs and feet within the confines of the cart
- The use of cell phones and/or radios while the vehicle is in motion will not be permitted. The operator shall remain attentive and focused while driving the cart.
- The load capacity shall not exceed the manufacturer's rated load limit
- If repairs and/or service are required, the cart shall be immediately taken out of service – any damage should be reported to the supervisor.

### Safety Concerns While Operating:

- Before backing up, make certain that there is no one behind you and that the area is free of obstructions to prevent collisions.
- Drive with caution and only in designated areas.
- Observe the proper rules of the road – be attentive for any persons walking through the tunnels - they have the right of way. Use the ceiling mounted mirrors to look around corners when appropriate. The tunnels are also equipped with caution lights, which upon activation, signal an oncoming person or vehicle.
- Return the vehicle to the charging station at the conclusion of use.
- Operators must be wearing protective footwear.

### While driving, keep these tips in mind:

- Because of the configuration, negotiating your way through the tunnels can be difficult for both the carts and pedestrians; therefore when operating a utility cart, ensure that corners are taken with caution to avoid a potential collision either with pedestrians or with another cart. Speeds are to be kept low.
- When driving on an incline (either up/down), always drive straight on slopes, not at an angle; the cart may tip over otherwise.
- Do not drive too fast; come to a complete stop before exiting the cart.
- Slow down when conditions are wet or slippery and when on steep slopes or approaching corners and intersections.
- Try to remain on one side of the tunnel (preferably the right side – as per the recognized “rules of the road”).
- Do not drive while impaired or under the influence of alcohol or drugs.
- Observe passenger / load limits – do not carry more weight / persons than the cart can accommodate.

SAFETY SHEET #12

Office of Risk Management



- If the vehicle is equipped with seatbelts, the operator / passengers shall wear them.
- If the cart is able to carry cargo, ensure that it is securely fastened and that the cart is not overloaded; tie indicator flags on the ends of objects that extend 3 feet or more from the rear of the cart.