

ANGELO STATE UNIVERSITY
Cart Safety Procedures

Employee: _____ Date: _____
PRINT FULL NAME

Department: _____

On the above date I have received and returned a demonstration of the operation and safe driving techniques related to gas/electric carts. The following points were discussed and I acknowledge my understanding of them.

- Unless licensed for street usage, carts may only be driven on campus, and only on paved surfaces.
- Carts should not be driven at speeds greater than 15 mph.
- All body parts are to remain inside the cab while cart is switched "on".
- Slower speeds should be used around turns and hills.
- All traffic laws and regulations must be obeyed.
- Sudden stops and turns should be avoided.
- The cart should be set in "forward" or "reverse" gear or the brakes applied before turning the switch to "on".
- Carts should not attempt to pass other motor vehicles, including other carts.
- Pedestrians always have the right of way.
- Only two people are allowed per bench seat. Passengers are not allowed to ride in cargo beds.
- Operators and passengers must remain seated and hold on while the cart is in motion.
- The cargo bed may not be overloaded. All items must be secured or stored so that they will not fall or fly out of the cart when it is in motion.
- The area behind the vehicle must be checked before backing up.
- When parking, the cart may not block entrances/exits, stairways, or disability ramps.
- The parking brake must be set whenever the cart is unattended.
- The keys must be removed whenever leaving the cart unattended.
- The cargo areas are not to be used as elevated work platforms, unless so equipped.

Signature of employee: _____

Training conducted by: _____
PRINT FULL NAME