

## **SDUSD Powered Cart Operations**

### **I. INTRODUCTION (Purpose and Intent)**

This policy provides guidelines for the use of electric or gas-powered carts and/or similar utility type vehicles (carts) at all district facilities. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty and staff.

### **II. STATEMENT OF POLICY**

**A.** All district employees, vendors, & contractors are governed by this policy (**students are not allowed to operate powered vehicles on campus**). All operators of carts must meet the following criteria before operating a cart on district property.

- 1) Possess a valid driver's license.
- 2) Know and adhere to the State of California motor vehicle laws.
- 3) Receive training in safe operating procedures from immediate supervisor prior to operating a powered cart.

**B.** The safe operation of carts is paramount. Failure to follow this policy, render common practices or courtesies, or follow rules of the road for the State of California, could result in appropriate disciplinary action and/or suspension of operator's cart driving privileges.

**C.** Carts must be maintained so that all original equipment safety features are kept in good working order.

**D.** Minimum Safety features for carts are to include:

- 1) Carts must be four-wheeled vehicles - **No new Three-wheeled vehicles, (three wheeled carts currently in operation can remain in use until they are taken out of service).**
- 2) All original equipment safety features must be kept in good working order.
- 3) All carts must be key operated, no automatic off and on switches shall be installed to eliminate non-key activation by non approved drivers and students.

**E.** The following outlines procedures for the safe operation of carts:

- a. Supervisors must monitor and ensure that all persons operating carts have been instructed in the safe operation of carts.
- b. The speed limit for carts on district property is **5 mph**.

## SDUSD Powered Cart Operations

c. right-of-way is to be rendered to all pedestrians. Note: Operators are to use due caution in crosswalks. Carts using pedestrian walkways do **not** have the right-of-way.

d. Modification or tampering with a cart's governor is prohibited.

e. The operator must follow accident reporting procedures outlined in district Administrative Procedure 7180 which include reporting accidents to the operator's supervisor and completing the accident ACORD form that can be found on the RM web site. The operator's supervisor must report all accidents to Risk Management Department by forwarding a copy of the ACORD form. If any accidents involve damage to personal or district property or cause bodily injury, a School Police Report will be required. When employees are injured as a result of using these vehicles, a Form 78 for workers compensation reporting purposes must also be completed by the supervisor and transmitted to Risk Management.

f. Cart operators are to use extreme caution at all times.

g. Operators may not wear headsets while operating carts.

h. Operators are prohibited from operating carts on roadways outside the boundaries of the facility.

i. Operators are prohibited from operating carts inside or through the confines of buildings.

j. Pedestrians have the right-of-way on campus. Carts must yield to pedestrians on sidewalks. **SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.**

k. Cart operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of carts.

l. Carts are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the cart's recommended carrying or load capacity.

m. Contractors and vendors must receive permission from the site administrator prior to operating a cart on district property and must display the company name and vehicle identification number (VIN) on their carts at all times.

n. Cart operators are responsible for ignition keys for the period of time in which they are using the vehicle. **Keys shall not be left in unattended carts.**

o. Operators must park carts away from heavily traveled pedestrian areas or in designated cart parking areas.

## **SDUSD Powered Cart Operations**

**p.** Cart operators are not to block the path nor limit pedestrian access on walkways.

**q.** District owned carts are to be used for district business only.

**G.** District owned carts are to be maintained by the sites in accordance with manufacturer and Physical Plant Operations recommendations.

**a.** Requests for repairs, replacement, storage and regular maintenance are the responsibility of the site owning the cart.

**b.** Sites and Physical Plant Operations as well as any outside vendor servicing carts are responsible for keeping all original equipment and safety features in good working order.

### **Important information on charging vehicle batteries**

Batteries generate explosive hydrogen gas, even during normal operation. People have been injured by battery parts flying in an explosion. They can explode under normal operating conditions, such as starting your cart. They can explode under abnormal conditions, such as jump starting, or if short circuited by a tool. They can explode in a parked cart or sitting on a table.

To help reduce the risk of these dangers and injury, it is of the utmost importance that each time before using your charger, you read and understand this information, the battery charger manufacturer's owners manual, and any warnings and instructions by the battery manufacturer. Follow these instructions exactly.

#### **TO HELP REDUCE THIS RISK:**

##### **1. Wear Personal Protective Equipment**

- **ALWAYS** wear complete eye protection (THAT PROTECTS EYES FROM ALL ANGLES).

##### **2. Avoid Flames and Sparks Near Battery and Fuel**

- **ALWAYS** keep flames, matches, lighters, cigarettes or other ignition sources away from battery.
- **DO NOT** put flammable material on or under charger. **DO NOT** use near gasoline vapors.
- Make sure charger clips make good contact by twisting or rocking them back and forth several times. The second clip connection **MUST ALWAYS** be made away from the battery. **ALWAYS** plug charger into an electrical outlet **AFTER** all connections have been made. See **OPERATING INSTRUCTIONS**.
- If necessary to remove battery from vehicle to charge, **ALWAYS** turn off all accessories in the vehicle. Then **ALWAYS** remove grounded terminal (connected to car frame) from battery first.
- A tool touching both battery posts or a battery post and cart metal parts is a short circuit and will spark. When using metal tools on or near battery be

## SDUSD Powered Cart Operations

extra cautious to reduce risk of short circuit, possibly causing a battery explosion. **DO NOT** drop a tool on battery.

### 3. Stay Away From Battery When Possible

- **NEVER** put face near battery.
- **ALWAYS** locate charger as far from battery as DC cables permit.
- **ALWAYS** keep other people away from the battery. They are not wearing safety glasses like you are.

### 4. Avoid Contact With Battery Acid

- Battery posts may have **acid corrosion**. **DO NOT** get corrosion in your eyes. Avoid touching eyes while working near battery.
- **ALWAYS** use a battery carrier. Carrying a battery by hand may put pressure on its ends, causing acid to be forced out vent caps.
- **ALWAYS** have plenty of fresh water and soap nearby in case battery acid contacts eyes, skin or clothing. If battery acid contacts skin or clothing, wash immediately with soap and water. If acid enters eye, immediately flood eye with cold running water for at least fifteen (15) minutes and get medical help immediately.

### 5. Avoid Overcharging Batteries

- The non-automatic (manual) battery charger models can overcharge a battery if left connected for an extended period of time, resulting in loss of water and creation of hydrogen gas.

### 6. Follow Other Manufacturers' Recommendations

- Before using charger, read all instructions for, and caution markings on: (1) charger, (2) battery, and (3) related product using battery. Follow their recommended rate of charge.