

# North Dakota State University

## Cart/Utility Vehicle Operation

### I. Introduction

This NDSU procedure provides guidelines for the use of electric or gas-powered carts and/or similar utility type vehicles (GEM cars) on all campuses of the University. 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. Purpose

To ensure all employees know the correct and safe procedures for operating and maintaining Cart/Utility Vehicles.

### III. Goals

To reduce the risk of potential work related injuries associated with Cart/Utility Vehicle operation and maintenance.

### IV. Procedure

All members of the University community are governed by this procedure (students, staff, faculty and contractors/vendors). All operators of carts/utility vehicles must meet the following criteria before operating a cart/utility vehicle on property under the jurisdiction of North Dakota State University.

1. Possess a valid North Dakota driver's license.  
Note: NDSU employees who will be operating carts are required to obtain a North Dakota driver's license within thirty (30) days after: commencement of such employment or notice that they will be operating a cart as part of their job duties. Full-time, out-of-state students who have a valid driver's license from their state of residence are exempt from the requirement of obtaining a North Dakota driver's license for only that period of time allowed by North Dakota Law.
2. Know and adhere to the State of North Dakota motor vehicle laws.
3. Read the *NDSU Safe Operating Procedure – Cart/Utility Vehicle Operation* and sign a statement of understanding. A copy of this shall be maintained in the employee file.
4. The safe operation of carts is paramount. Failure to follow this procedure, render common practices or courtesies, or follow rules of the road for the State of North Dakota, could result in citation, appropriate disciplinary action, and/or suspension of operator's vehicle driving privileges.

5. The operator must report any accidents/incidents to the University Policy & Safety Office (UP&SO) and to the operator's supervisor. UP&SO will forward any ATV accident/incident information to OMB Risk Management for processing.
6. All new cart/utility vehicle acquisitions must meet the minimum safety features found in National Highway Safety and Traffic Administration (NHSTA), Standard 500 (49 CFR Part 571.500), hereafter "Standard 500". As of the effective date of this procedure, the purchase of used, remanufactured, or transferred (from another University department) carts/utility vehicles not meeting Standard 500 is prohibited. Contractors and other non-affiliated departments/companies, corporations, etc. carts must meet Standard 500.
7. Standard 500 carts must be maintained so that all original equipment and safety features are kept in good working order.
8. Minimum Safety features for carts not Standard 500 (acquired by Department prior to June 2006) are to include:
  - a. Carts must be four-wheeled vehicles – **No Three-wheeled vehicles allowed.**
  - b. All original equipment safety features must be kept in good working order.
  - c. All carts and trailers (pulled by carts/utility vehicles) must have clearly displayed on the exterior of the cart and trailer the slow moving vehicle reflective triangle.
9. Supervisors must monitor and ensure that all persons operating carts have been instructed in the safe operation of the carts and have signed the *NDSU Safe Operating Procedure – Cart/Utility Vehicle Operation* statement of understanding.
10. The speed limit for carts off standard roadways is **15 mph.**
11. Vehicles meeting Standard 500 criteria may operate on University roadways, but must adhere to posted speed limits on University roadways. All other cart/utility vehicles are prohibited from operating on the roadways of the campus **except** when crossing from one side of the street to another or utilizing a roadway where no sidewalk exists. In most cases, sidewalks are to be used while right-of-way is to be rendered to all pedestrians. *Note:* Operators are to use due caution in crosswalks. Cart/Utility vehicles using pedestrian crosswalks **do not** have the right-of-way.
12. Modification or tampering with a vehicle's governor is prohibited and is a violation of Federal Law.
13. The operator must report any accidents to the University Police & Safety Office (UP&SO) and to the operator's supervisor. UP&SO will forward cart/utility vehicle accident information to OMB Risk Management for processing.
14. Operators are to use extreme caution at all times.
15. Operators **may not** wear headsets while operating carts.
16. Operators are prohibited from operating vehicles on roadways outside the boundaries of the University.

17. Operators are prohibited from operating vehicles inside, under, or through the confines of University buildings.
18. 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.***
19. Operators are to be diligent and pay particular attention to the needs of disabled persons, as limitation in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of carts.
20. Cart/utility vehicles are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the recommended carrying or load capacity.
21. The operator and each passenger in a cart/utility vehicle must wear a seat belt.
22. If operating cart/utility vehicle over terrain that is steeply sloped, rocky, and/or slippery or in adverse conditions, appropriate Personal Protective Equipment (PPE) must be worn. PPE may include, but is not limited to, Department of Transportation (DOT), Snell, or ANSI approved helmets, safety glasses or goggles, off-road gloves, slip resistant footwear, long-sleeve shirt and long pants.
23. If using a cart/utility vehicle for pesticide/herbicide application
  - a. Follow hazardous material label instructions for PPE that is required. Nitrile or other type of gloves appropriate for the application and impervious boots must be worn.
  - b. Containers used for hazardous materials, such as pesticides, must be in good condition, free of leaks, without visible residue and properly labeled. They must meet DOT regulations and a copy of the Material Safety Data Sheet (MSDS) must be readily available.
24. The name and telephone number of the University Department and University identification number (provided by Facilities Management at the Department's expense) must be displayed prominently on University-owned cart/utility vehicles. Contractors and other non-affiliated departments/companies, corporations, etc. must display company name and vehicle identification number (VIN) at the owner's expense.
25. Operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in cart/utility vehicles.
26. Operators must park cart/utility vehicles away from heavily traveled pedestrian areas or in designated cart parking areas.
27. Operators are not to block the path or limit pedestrian access on walkways.
28. University-owned carts are to be used for University business only.
29. University-owned carts are to be maintained in accordance with manufacturer and Facilities Management's recommended service schedule.
30. Repairs and regular maintenance are the responsibility of the Department owning the cart. The Departments are financially responsible for all repair and maintenance costs

- (labor, parts, and supplies). The Department is required to keep all preventative maintenance and repair records related to the vehicle; however, for those services provided by Vehicle Maintenance, Vehicle Maintenance will keep such records.
31. Departments are responsible for keeping all original equipment and safety features in good working order.
  32. Reckless driving and horseplay are prohibited when operating cart/utility vehicles.

Personally owned cart/utility vehicles are prohibited from operating on University property. However, special consideration will be given to ADA accommodations and to the Extension Service Research Centers.