

# North Dakota State University

## Cart/Utility Vehicle Operation

### INTRODUCTION (Purpose and Intent)

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.

### STATEMENT OF POLICY

- A. All members of the University community are governed by this procedure (students, staff, faculty and contractors/vendors). All operators of carts/gators must meet the following criteria before operating a cart/gator on property under the jurisdiction of the North Dakota State University.
- 1) Possess a valid North Dakota driver's license.
  - 2) Know and adhere to the State of North Dakota motor vehicle laws.
  - 3) Successfully complete Cart Safety Training Program (operator's training will include a signing of a statement of understanding).

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 exempted from the requirement of obtaining a North Dakota driver's license for only that period of time allowed by North Dakota law.

- B. 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.
- C. All new cart/gator 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/gators not meeting Standard 500 is prohibited. Contractors and other non-affiliated departments/companies, corporations, etc. carts must meet Standard 500.

- D. Standard 500 carts must be maintained so that all original equipment safety features are kept in good working order.
- E. Minimum Safety features for carts not Standard 500 (acquired by Department prior to effective date of this procedure) are to include:
- 1) Carts must be four-wheeled vehicles - **No Three-wheeled vehicles allowed.**
  - 2) All original equipment safety features must be kept in good working order.
  - 3) All carts and trailers (pulled by carts/gators) must have clearly displayed on the exterior of the cart and trailer the slow moving vehicle reflective triangle.
- F. The following outlines procedures for the safe operation of carts/gators:
- 1) Supervisors must monitor and ensure that all persons operating carts have been instructed in the safe operation of carts and have attended the Cart/Utility Safety Training.
  - 2) The speed limit for carts off standard roadways is **15 mph.**
  - 3) Vehicles meeting Standard 500 criteria may operate on University roadways, but must adhere to posted speed limits on University roadways. All other carts/gators 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. Carts/gators using pedestrian crosswalks do **not** have the right-of-way.
  - 4) Modification or tampering with a vehicle's governor is prohibited and is a violation of Federal Law.
  - 5) 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/gator accident information to OMB Risk Management for processing.
  - 6) Operators are to use extreme caution at all times.
  - 7) Operators may not wear headsets while operating carts.

- 8) Operators are prohibited from operating vehicles on roadways outside the boundaries of the University.
- 9) Operators are prohibited from operating vehicles inside, under, or through the confines of University buildings.
- 10) 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.**
- 11) 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.
- 12) Carts/gators are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the recommended carrying or load capacity.
- 13) 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 carts/gators. Contractors and other non-affiliated departments/companies, corporations, etc. must display company name and vehicle identification number (VIN) at the owner's expense.
- 14) Operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys shall not be left in carts.
- 15) Operators must park carts/gators away from heavily traveled pedestrian areas or in designated cart parking areas.
- 16) Operators are not to block the path nor limit pedestrian access on walkways.
- 17) University-owned carts are to be used for University business only.

**G.** All operators must attend the Cart/Utility Vehicle Safety Training prior to operating a vehicle. This provision will go into effect Summer Semester, 2006.

**H.** University-owned carts are to be maintained in accordance with manufacturer and Facilities Management's recommended service schedule.

1) 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.

2) Departments are responsible for keeping all original equipment and safety features in good working order.

**I.** Personally-owned carts/gators are prohibited from operating on University property. However, special consideration will be given to ADA accommodations.