

Claremont McKenna College Electric Cart/Industrial Truck Use Policy

This program is applicable to all Claremont McKenna College (hereinafter referred to as CMC) employees whose duties require them to operate or maintain powered industrial trucks including, but not limited to golf carts, whether powered by electrical motors or internal combustion engines. General rules are in Exhibit A, attached to this document.

Supervisor Responsibilities

Supervisors are responsible for the following:

1. Assuring that all electric cart/industrial truck users follow all policies and procedures relating to the use of this equipment.
2. Providing electric cart/industrial truck operators with training, including hands-on operating procedures.
3. Allowing only employees who are insured by the College to operate an electric cart and/or industrial truck.
4. Maintaining all required documentation including training documentation and pre-operational checklists.

Safety Requirements/Operator Responsibilities

1. Electric cart/industrial truck users must have authorization and training before using an electric cart/industrial truck.
2. Pre-operational checks and routine maintenance must be performed before operating an electric cart/industrial truck.
3. Electric cart/industrial truck operators are responsible for following all policies and procedures relating to industrial truck use.
4. Electric cart/industrial truck operators are responsible for following all safe-driving standards when operating an industrial truck.
5. Electric carts/industrial trucks will not be driven if there is any concern about safety or any mechanical problems.
6. Electric cart/industrial truck operators are responsible for reporting all incidents and unsafe conditions immediately to their supervisor.

Safety Checks

1. Each electric cart and/or industrial truck shall be visually inspected before initial use at least once per shift.
2. Pre-operational safety checks and routine maintenance should be performed on all electric carts and industrial trucks operated on campus.
3. Each department operating the electric cart/industrial truck should maintain records of all inspections.

EXHIBIT A

Rules for Driving Electric Carts/Industrial Trucks

1. Drive slowly and carefully whenever driving on campus. Negotiate the entries to campus carefully and never drive faster than 15 mph.

2. NO ONE SHOULD RIDE IN THE BACK OF AN ELECTRIC CART. You are using the cart for transporting large items, not for transporting people.
3. Under no circumstances should rides be offered to students, staff, faculty, or guests. In the case of an emergency, contact your supervisor.
4. Keep legs and arms inside the vehicle at all times.
5. The cart should not be left parked blocking the entrance to a building, obstructing foot traffic on a sidewalk, or blocking gates enclosing trash and recycle bins.
6. The electric carts are not street-worthy and should not be taken off campus.
7. Always take the cart keys with you when leaving the cart unattended.
8. While driving on the sidewalk watch running onto the edges of the grass where the sprinkler heads are located. The weight of the cart easily breaks them.
9. When removing the cart from its storage location be sure to secure the storage area gate or doors after you move out the cart.
10. When returning the cart plug it in, set the dial to charge, and secure the storage area.
11. As noted in the Electric Cart/Industrial Truck Policy, the driver should make a visual inspection of the cart before driving it.
12. Electric carts are NOT allowed in the following areas on campus:
 - No parking in Bauer breezeway
 - No driving in Adams breezeway or on the south sidewalk
 - No driving on the walkways around Pitzer Hall, Roberts North, or Roberts South
 - No driving on any campus streets
 - Any grassy areas.
13. Supervisors must insure that all new employees are properly trained on each electric cart they will operate.
14. Any accident must be immediately reported to their supervisor. At this time the cart and the building or object struck must be inspected for damage.
15. Electric carts are provided for use during an employee's regular work hours. No employee is authorized to use said carts outside their normal workday.
16. When visiting Story House or Collins park carts in the fire lane south of Story House.