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**Jun 2024**



## Utility Carts Procedure

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## Utility Carts Procedure

### I. ~~P~~

This procedure will serve as a guide to all departments whose employees operate electric and/or gas powered utility carts on the UNC Campus. Each department is responsible for ensuring that each employee expected or anticipated to operate a utility cart, receives proper training on the use of carts, reviews this procedure, and signs the "State Owned Utility Cart Procedure and Practices Review" form (see Appendix A).

### II. ~~D/Ca~~

Utility carts are defined as small size, unlicensed, utility or service carts. This includes, but is not limited to golf carts, "Gators", ATV's, 4-wheeler ATV's and "utility carts".

### III. ~~U/Ca~~

Under the Colorado Revised Statute section 42-4-204 all utility carts are required to be equipped with at least one lamp displaying a white light on the front of the vehicle, visible from a distance of no less than five hundred feet to the front of the vehicle. They are also required to be equipped with at least one orange beacon light that is visible on the top or back of the utility cart from a distance of no less than five hundred feet to the back of the vehicle. These lights are required to be used at all times on all carts operating from dusk until dawn (nighttime operations).

Standardized lights or a proper triangle reflector shall be placed on the back of a cart during daytime operations if the cart is being used on a public road.

#### IV ~~RE~~

Multiple departments use utility carts on campus. Some departments who use State Owned utility carts includes: Facilities Management, Information Management and Technology, UNC Police Department, Parking Services, Dining Services, Recreation Center, Visitor Center and Athletics.

#### V ~~EP~~

The following items are listed requirements for all campus employees who use or operate utility carts.

- A. All employees operating utility carts must have a current and valid driver's license and must have the license in his/her possession at all times during the operation of a utility cart.
- B. Each employee must obtain required training before operating a cart. (The Environmental Health and Safety department is available to assist with training.)
- C. The employee must sign a "State Owned Utility Cart Procedure and Practices Review" form (see Appendix A), prior to any cart operation. A copy of this form must be sent to the Human Resource Office to be filed in the employee's personnel file.
- D. All employees are responsible for understanding and complying with these procedures.
- E. All Federal, State, local, and campus rules, procedures, and regulations must be obeyed while driving a State-owned utility cart on or off campus.
- F. All operators must remain on designated roads and service drives while operating a State-owned utility cart. Operators shall not block fire lanes.
- G. All employees must obey speed limit laws for campus roads (15 mph), service drives (5mph), and sidewalks (5mph) while operating a State-owned utility cart.
- H. There shall be no texting while driving utility carts on or off campus.
- I. Any instance of careless, negligent or impaired operation of a campus utility cart will be reviewed and investigated by the University Police Department and/or the Environmental Health and Safety Department. Employees determined to have been careless, negligent or impaired

while operating a campus utility cart shall be subject to corrective and possibly disciplinary action and civil traffic or criminal citation as appropriate.

- J. Accidents involving campus utility carts must be reported immediately to University Police and to your supervisor.
- K. Tools shall be strapped securely in the bed of the utility cart.
- L. Passengers shall sit only in a designated manufactured seat or in the bed with his/her back to the cab of the utility cart. While passengers are being transported in the bed, no tools or equipment shall be in the bed during moving operations of the utility care. (Multiple trips may be required to get the task accomplished)
- M. There shall be no standing in the bed of the utility cart during operation of the utility cart.
- N. State owned vehicles are to be used only for State authorized business and by a State employee or authorized volunteer.



UNIVERSITY OF NORTHERN COLORADO  
UTILITY CART

This is to certify that I have received and reviewed the University of Northern Colorado "Utility Cart Procedure."

My signature below certifies that I hold a valid and current driver's license number \_\_\_\_\_, from  
(Driver's License Number)

\_\_\_\_\_  
State of Issue      Type      Expiration Date

I understand that \_\_\_\_\_ the status of my driver's license change in any manner, I am responsible for immediately notifying my supervisor.

I further understand that I am required to adhere to all Federal, State, and local statutes including reviewing University of Northern Colorado Utility Cart Procedure.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor or Trainer Signature

\_\_\_\_\_  
Date