

If you are applying to drive a cart, please read the Cart Safety Rules and sign the attached acknowledgement form.
Return the acknowledgement form and the Driver Data Form to the Safety and Insurance Department.
Please keep the Cart Safety Rules for your reference.

Grossmont-Cuyamaca Community College District

Cart Safety Rules

1. Only employees approved by their direct supervisor may drive a GCCCD cart.
2. All persons who drive utility carts must have a current valid California driver's license.
3. Before driving a cart, employees must have an approved Driver Data form on file in the Safety and Insurance Department.
4. Before employees begin driving carts for the District they are to receive an orientation to cart operations and cart safety rules. A signed copy of the Cart Safety Rules must be on file in the Safety and Insurance Department before driving.
5. Inspect the cart daily before and after driving. Check brakes, lights, tires and all safety equipment. **If anything is not working, do not use the cart.** Tag it and report it to your immediate supervisor so that others do not attempt to use the cart and the cart repair can be scheduled.
6. All accidents must be reported to your supervisor immediately.
7. Report unsafe conditions to the Safety & Insurance Department located in the Employee & Labor Relations office at the District Annex.
8. Report mechanical or maintenance problems to your supervisor. Do not alter any of the cart's safety equipment.
9. Driving carts should be limited to times students are in class, not during passing times, unless absolutely necessary.
10. Drivers are to drive carefully and courteously and yield to pedestrians or gain the right of way by verbal communication.
11. Always yield to pedestrians and be aware of other motor vehicles in the area.
12. Drivers are to slow down or stop at all intersections. The horn should be used to sound a warning around corners; slow down when driving around corners.
13. Loads being carried should be secured in place to prevent shifting or falling from the cart and should not exceed the cargo load capacity. Do not hold onto loads with your arms while driving.
14. Extra caution must be used when towing another cart or trailer. A hitch **MUST** be used; hitches must be sound and the load secured to prevent shifting or falling.
15. The load on the cart or trailer may not be stacked higher than the top of the driver's head.
16. All passengers must be in a passenger seat with all body parts inside the cart. **Feet must be inside the cart whenever it is moving.**
17. Generally, no children are allowed on carts. If the situation arises the cart should be driven at slower-than-walking speed.

18. Carts should not be driven on a steep incline; a steep incline is defined as anything greater than 10% or 5.6 degrees.
19. After dark, always use headlights. When more visibility is needed, use the flashing beacon.
20. Take care when parking carts so they are not blocking walkways or fire lanes or become an obstacle for pedestrians.
21. Do not leave keys in the carts while unattended and make sure the parking brake is set. Park the cart on level/flat surfaces.
22. Caution fellow employees about unsafe driving practices; if they persist, report them to your own supervisor.
23. Drivers must be responsible, use good judgment and maintain safe speeds at all times.
24. Avoid distractions while operating the carts. Do not talk on phones, text or read, reach for objects, apply makeup or eat while driving.
25. Headsets or earplugs may not be worn in both ears while operating a cart or other motor vehicle.
26. Do not drive while taking medications that may cause drowsiness.
27. Absolutely no horseplay will be allowed while driving a cart.

After reading the Cart Safety Rules, above, please sign, and return the attached sheet to the Safety & Insurance Department to document that you have read and understand the Cart Safety Rules. Keep a copy for your reference.

I acknowledge that I have read and understand the Cart Safety Rules of the Grossmont-Cuyamaca Community College District. I have kept a copy of the rules for my reference.

Signature: _____

Print Name: _____

Date: _____