

TEXAS A&M UNIVERSITY-CORPUS CHRISTI

CART SAFETY MANUAL

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SUMMARY

This manual controls acquisition and operation of utility carts and utility cart-type modes of transportation on campus and during Texas A&M University – Corpus Christi (TAMU-CC) sponsored off campus activities. This manual was created to comply with Utility Cart Safety, Procedure 34.01.01.C0.01.

SCOPE

1. This controls the acquisition and valid business use of utility carts and utility cart-type modes of transportation on campus. It establishes safe operation guidelines, associated risk management issues, and enforcement of this manual.
 2. This applies to university employees and contractors who use the specified modes of transportation for Official Business. Any use other than Official University Business is expressly prohibited.
 3. The acquisition of utility carts and utility cart-type modes of transportation is limited to departments and contractors upon demonstration of valid business use.
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DEFINITIONS

- Authorized Cart Operator –
 - Current faculty, staff, student employee, or contractor.
 - Non-Employees are not authorized to operate carts.
 - Contractors require additional approval through Administrative Operations (AdminOps).
 - Be least 18 years old
 - Possess a valid driver's license
 - Approval from Department Head or Supervisor
 - Completion of TAMU-CC Cart Safety Training and hands-on Driver Evaluation.
- Utility carts and utility cart-type modes of transportation – powered by electric or internal combustion engines including but not limited to:
 - Standard Golf Cart – capable of carrying people only; two (2) passenger maximum
 - High Occupancy Golf Cart – capable of carrying people only; more than two (2) passengers
 - Personnel/Cargo Cart – capable of carrying people and cargo; cargo capacity up to 1,000 lbs.
 - Light Utility Cart – capable of carrying people and cargo; cargo capacity 1,000 to 1,500 lbs.
 - Heavy Utility Cart - capable of carrying people and cargo; cargo capacity 1,500 to 2,800 lbs.

All utility carts and utility cart-type modes of transportation are hereby referred to as “carts” within this document. This does not apply to automobiles, trucks, heavy equipment, motorized wheelchairs, or other assistive devices used by persons with disabilities.

- Valid Business Use – Valid business use is defined as transporting personnel, equipment, or supplies for the University, as well as transporting employees, students, and visitors with temporary or permanent disability needs.
 - **Use of carts for personnel convenience is prohibited.**

CART SAFETY GUIDELINES

1. Carts shall be operated with the utmost courtesy, care, and consideration for the safety and convenience of pedestrians. **Pedestrians shall always be afforded the right-of-way.**
2. Safety and consideration shall be applied to people in wheelchairs or any type of mobility assistance device. Awareness of posed risks to persons with disabilities, including blind, deaf, and mobility impairments is essential.
3. Carts are not to be operated by anyone without a valid driver’s license. Employees will notify their supervisor if their driver’s license is suspended or revoked.
4. Passenger occupancy must not exceed the passenger limit and load capacity designated by the manufacturer. Only carts designed and equipped to transport multiple numbers of passengers may be used for this purpose.
5. **Carts shall be operated on approved cart routes only.** The University Police Department (UPD) and Environmental, Health and Safety (EHS) are exempt from this requirement for “emergency response” purposes only, as the situation dictates, and only when it is safe to do so. Carts operating on **approved** campus roadways must travel in the direction of the flow of traffic and obey State of Texas traffic regulations and signs. A Cart Route Map must be posted in a clearly visible location on each cart.
6. **The use of cell phones, hands free devices, or other electronic equipment is prohibited while operating a cart.** These devices should only be used when the cart is parked and clear of vehicle and pedestrian traffic. This does not apply to passengers. UPD and EHS are exempt from this requirement for “emergency response” purposes only, as the situation dictates, and only when it is safe to do so.

OPERATOR SAFETY INSTRUCTIONS

1. Make sure the cart is in safe working condition before each use.
2. Report any mechanical or equipment defects to your supervisor or motor pool personnel.
3. Disconnect the battery charging cable before driving off.
4. Before starting the cart, assure it is not in gear.
5. Observe occupancy limits for the cart being operated.
6. Check the area behind the cart before backing up.

7. All body parts (feet, legs, and arms) shall be kept inside the cart while it is in motion.
8. Always remain seated. Drivers shall maintain contact with and control of the steering wheel and passengers shall hold on to handrails/handholds while the cart is in motion.
9. Do not exceed the posted speed limit.
10. Slow down before and during turns. All turns shall be executed at reduced speeds.
11. Maximum speed on sidewalks shall not exceed the speed of pedestrian traffic.
12. Drive the cart only as fast as terrain and safety considerations allow.
13. Avoid sudden stops or changes of direction that may result in a loss of control.
14. Brake appropriately to control speed when traveling down an incline.
15. Before exiting the cart, engage the parking brake, turn the key to the off position, and remove the key from the cart.

ROUTES AND PARKING

Refer to the **Cart Route Map** for authorized routes and parking locations.

Cart Parking:

Cart parking is allowed only in areas designated with green traffic paint, green reflectors, or signage. Signage shall be green in color, with "Cart Parking Only" painted in white letters.

Red reflectors or red traffic paint denotes restricted cart parking locations.

Restricted Cart Parking locations:

- Entrances to buildings, stairways, accessibility ramps
- On named campus roadways
- Fire lanes marked by red curbs
- Locations that block or restrict pedestrian traffic

Restricted Cart Routes:

- Ocean Drive, Island Boulevard, Sand Dollar Boulevard, and Wavecrest Drive
- Pedestrian crosswalk at Natural Resources Center Building at the intersection of Surf Drive and Island Boulevard
- Pedestrian crosswalk at the intersection of Wavecrest Drive and Sand Dollar Boulevard
- Lee Fountain Plaza
- Hector P. Garcia Plaza
- Covered walkways located on the sides of Corpus Christi Hall, Jeff and Mary Bell Library, University Center, Center for the Sciences, Center for Instruction, Center for the Arts, and Bay Hall (The Spine)
- All other campus areas unless otherwise approved and indicated on the Cart Route Map.

As the situation dictates, and while in the performance of assigned duties, the following departments may be required to operate and/or park in a very limited number of those areas of the campus defined as restricted.

- Environmental, Health and Safety (EHS)
- University Police Department (UPD)
- Information Technology (IT) with EHS approval
- Facilities Services (FS) with EHS approval

ACQUISITION AND SURPLUS PROCEDURES

Procurement of carts must comply with the following requirements:

- Carts must be acquired through the Purchasing Department using a Requisition Number.
- Carts may not be purchased with a Procurement Card, or other delegated processes, regardless of funding source.
- A Cart Purchase Request form must be submitted to EHS and approved by the Vice President for Finance and Administration.
- Purchasing will not place orders without a documented request approval.

The Cart Purchase Request form is available on both the Purchasing and EHS department websites. [Cart Purchase Form \(smartsheet.com\)](https://smartsheet.com)

Carts are received by Central Receiving. The Property Office will inventory the carts, assign departmental identification numbers, and affix Property Tags. The FS Motor Pool will ensure that the required safety equipment and signage is installed on the carts. Central Receiving will contact the respective departments to take possession of the carts.

Carts purchased without safety equipment will not be released to the department until Motor Pool installs the required equipment. The equipment installation shall be at the expense of the department.

Refer to the “**Signage/Safety Equipment**” section of this document for required cart safety equipment.

Surplus Guidelines:

Items of surplus/salvage that are not transferrable between departments must be transferred to Central Receiving Warehouse. Departments must create a Transfer Department Property (TDP) in Canopy and route for approval prior to making transfer.

Once the appropriate property transfer has been approved, Motor Pool will remove all University markings and logos before sending carts to surplus.

Contact the Property Officer for more information on how to surplus your Cart.

SIGNAGE/SAFETY EQUIPMENT

1. Signage/safety equipment must be included in each cart.
 - Department or company name and assigned identification numbers will be displayed on the front of the cart.
 - Orange Safety Flag on a 5' fiberglass rod displayed on the cart.
 - Audible alarm signifying that the cart is moving in reverse.
 - Carts must be equipped with rear view mirrors, headlights, horn, break lights, taillights and turn signals.
 - A laminated Cart Route Map must be attached to the front dash of the cart.
2. Additional safety equipment required on carts that have enclosed cabs and/or enclosed cabs with a cargo box:
 - Outside mirrors.

New or used carts purchased without appropriate safety equipment will not be released to the Department until Motor Pool installs the required equipment. The equipment installation shall be at the expense of the department.

CART MAINTENANCE

1. Authorized cart operators will inspect the carts for proper signage and safety equipment before each use. They will maintain the cart as recommended by the manufacturer to ensure that the cart remains in proper working order.
2. Carts shall not be modified in any manner that affects the recommended mode of operation, speed, or safety of the cart.
3. Carts that are not mechanically safe to operate or that lack the required safety equipment will be removed from service until the required repairs have been made by either the Motor Pool or by a vendor authorized by TAMU-CC to make cart repairs.
4. Carts that have been deemed by EHS or the Motor Pool as unsafe to operate, and are **NOT** the property of TAMU-CC, must be repaired or removed from TAMU-CC property no later than 10 working days after receiving written notification from the Motor Pool confirming that the cart is unsafe.

ACCIDENT/MISUSE REPORTING

Report all incidents of misuse, accidents, and injuries to the supervisor of the department to which the cart is assigned, and to UPD and EHS regardless of whether property or personal injury occurred.

Police reports will be filed as appropriate. If a university owned cart is involved in an accident with another cart or vehicle, the operator must submit a **New Incident** report through [Origami](#).

TRAINING AND EDUCATION

1. Cart Safety Training is automated using Smartsheets. Please see *Appendix I "Cart Training Request."*
 - Re-training is required every three years.
2. University departments and contractors authorized to operate carts on the campus of TAMU-CC will ensure that their personnel identified to operate carts are properly authorized to do so.
 - An authorized cart operator is an individual that, as defined in this manual, is a current faculty, staff, student employee, or contractor who possesses a valid driver's license, is at least 18 years old, and who has successfully completed the TAMU-CC Cart Safety Training and hands-on Driver Evaluation.
 - The hand-on Driver Evaluation is conducted by EHS. This is scheduled following completion of the written portion of the training. It is the responsibility of the department to request an appropriate cart from Administrative Operations if one is needed for the hands-on Driver Evaluation. Carts must be reserved through Administrative Operations at: <https://www.tamucc.edu/finance-and-administration/facility-administration/golf-cart.php>.
3. Supervisor approval of the Cart Safety Training is a testament to their knowledge and understanding of the Utility Cart Safety Procedure 34.01.01.C01.01 and the University Cart Safety Manual.

COMPLIANCE

1. EHS is responsible for the administration of this program.
2. UPD enforces all traffic and public safety laws and regulations, applicable to the State of Texas, on all University roadways and properties.
3. All supervisors and employees are responsible for compliance with applicable Federal and State laws, System Regulations, and University Procedures.
4. Operators violating the directives in the Cart Safety Manual and Utility Cart Safety Procedure will receive documented violation notifications.
 - 1st documented violation will result in a reminder of the cart safety procedures communicated to the employee and the employee's supervisor.
 - 2nd documented violation will result in the employee being reassigned Cart Safety Training and hands-on Driver Evaluation. The employee's supervisor will also be notified of the violation.
 - 3rd documented violation will result in the employee's cart driving privileges being revoked.

5. Cart operators receiving a written citation issued by UPD will be responsible for settling the matter with the appropriate court having jurisdiction.
6. University employees who do not comply with the directives in the Cart Safety Manual and Utility Cart Safety Procedure may face additional disciplinary actions at the discretion of appropriate University leadership.

APPENDIX I. Cart Training Request- effective January 1, 2023

Step 1:

Supervisor will submit a request for cart training on behalf of their employee. [Cart Training Request Form](#)

Step 2:

EHS will review the request, confirm employment, and evaluate departmental need. EHS will notify the supervisor of approval or denial.

- If approved, the employee will receive a link to the cart training PowerPoint and quiz.
- Upon successfully completing the quiz, the employee will schedule the hands-on Driver Evaluation with EHS.
 - Submit email to ehs@tamucc.edu to schedule the evaluation.
- All hands-on cart trainings must be scheduled through EHS.

Step 3:

Employee will report to the EHS office at the Natural Resources Center (NRC), Suite 1100 on their confirmed evaluation date/time.

- Employees must bring their valid driver's license with them. **Failure to bring driver's license will conclude the evaluation without success and the employee will have to reschedule.**

Step 4:

An EHS representative will evaluate the driver on the safe operation of the cart. Upon successful completion, the driver and supervisor will receive a final certificate of completion.

APPENDIX II. Cart Route Map

