



FACILITIES MANAGEMENT – OFFICE OF ENVIRONMENTAL
HEALTH AND SAFETY
Policy on the Safe Operation of Electric Carts/Cushmans
7/17/17 - Last Revision

INTENT

This policy establishes the requirements and safety guidelines for operating electric carts/Cushmans at the University at Albany.

SCOPE

This policy covers all members of the University Community and all contractors and their subcontractors that intend to operate electric carts/Cushmans on University at Albany property.

REQUIREMENTS AND SAFETY GUIDELINES FOR OPERATORS OF ELECTRIC CARTS/CUSHMANS AT THE UNIVERSITY AT ALBANY

The University at Albany, SUNY, considers safety a necessary and integral part of its overall mission. Since operating electric carts/Cushmans has become a significant component of many University operations and since they can be the source of serious injury and costly damage, special attention is given to their safe operation.

Your safety and the safety of those around you depend on your care and good judgment in operating and maintaining these vehicles.

Read this section carefully and thoroughly, in order to become familiar with University Policy concerning operation of electric carts/Cushmans AND proper operating procedures provided by the manufacturer.

1. Individuals must be specifically **authorized** to operate electric carts/Cushmans by the **unit supervisor** responsible for the vehicle.
2. Operators must receive a vehicle/pedestrian safety briefing and demonstration of cart/Cushman operation by their supervisor **before** initial operation of a vehicle. **A signature by both the operator and supervisor acknowledging that this briefing has occurred is required (see attached sheet). A copy of the signed safety guidelines checklist must be kept on file with the supervisor and Environmental Health and Safety.**
3. Operators must **immediately** report apparent problems or defects to their supervisors (e.g., horn inoperable, difficulty braking, difficulty steering, etc.). The cart/Cushman must **not** be used until it has been repaired. Service vehicles with problems or defects, which affect their safe operation, must be taken and tagged **“out of service”** until such time as suitable repairs are made. Service vehicles must have regular safety inspections.

4. Individuals will operate the vehicles under the premise that **PEDESTRIANS HAVE THE RIGHT OF WAY** in all cases where pedestrians and service vehicles intermingle. At corners and blind intersections, especially in the **Tunnel**, honk the horn to alert other drivers and pedestrians. When turning, if no turn signals are available on the cart/Cushman, carefully use DMV hand signals.
5. Operators must obey all traffic laws and shall **only drive on the University's interior roadways, parking lots, and in the Service Tunnel**. Driving on University Drive and other public roadways is **forbidden** with electric carts/Cushmans.
6. Operators must drive cautiously and responsibly. No cell phone usage, including texting, while operating an electric cart/Cushman is allowed. **Excessive speed, jackrabbit starts, etc., are prohibited. Only the operator and passengers in manufacturer provided seats are allowed. Passengers are not allowed to ride in the back of the electric cart/Cushman.**
7. **Particular caution must be used at all intersections, building entrances, and blind spots.**
8. Operators must obey stop signs and other signage and safety markings meant for service vehicles.

The following additional steps are manufacturer's recommendations for the safe & proper use of electric carts/Cushmans.

1. **BEFORE** using the equipment, **ALWAYS** check all parts of the vehicle and any attachments. If something is wrong, **STOP USING IT**. Make sure the problem is fixed before the equipment is used again.
2. **ALWAYS** make sure area of operation is clear of trash, litter, and other foreign objects.
3. This vehicle is designed to carry **ONLY YOU**, the operator, and **PASSENGER(S)** in the seat(s) provided by the manufacturer. **NEVER** carry any other persons on the vehicle.
4. **ALWAYS** keep both hands on the steering wheel whenever possible. Any passenger must **ALWAYS** use both handholds provided.
5. **ALWAYS** use extreme care when backing up and **always make sure no one is behind you**. The reverse speed is equal to the forward speed. To maintain vehicle control, **ALWAYS** back up carefully at a reasonable speed.
6. **ALWAYS** keep arms and legs inside of vehicle while it is moving. Any body parts, which stick out past the side of the vehicle could be hit by nearby objects.

7. **NEVER** use the vehicle in or near an area where there is explosive dust or fumes. The electrical system of this vehicle can produce sparks, which can ignite potentially explosive atmospheres.
8. **ALWAYS** signal that you are going to turn or stop early enough, so that other persons know what you plan to do. When turning, if no turn signals are available on the electric cart/Cushman, carefully use DMV hand signals. **Obey all traffic rules and regulations.**
9. **ALWAYS** watch for and avoid low overhangs such as tree limbs, door jambs, overhead walkways, etc. Always make sure that there is enough room overhead for your vehicle and your head to clear easily.
10. **ALWAYS** use good judgment when operating on or near an incline, ramp, grade, slope, or other surface.

***ALWAYS** adjust your speed to conditions (dry, moist, icy...).

***NEVER** start suddenly and when possible, stop slowly. You may unseat your passenger or cause unstable vehicle operating conditions.

***NEVER** change the direction of a vehicle abruptly, or make sharp turns on an incline, ramp, grade, slope, or other surface.

***ALWAYS** stay a safe distance from pedestrians, ramp edges, platforms, other equipment, etc...

***ALWAYS** drive straight up and down the face of an incline, ramp, grade or slope, **NEVER** across the face.

***While driving down an incline, especially with a heavily loaded vehicle:**

ALWAYS remove the foot from the speed control switch pedal to avoid increasing the vehicle speed beyond level ground maximum speed.

ALWAYS use foot brake to slow the vehicle.

11. **NEVER** overload your vehicle. Refer to the ***NAMEPLATE DECAL*** on the kick panel or the ***PAYLOAD CHART*** below for ***MAXIMUM RATED CAPACITY*** (payload).

***ALWAYS** position loads carefully so they can't shift or tip over suddenly. Distribute loads evenly over the rear area. **ALWAYS** keep loads low (not top heavy), so your vehicle does not get top heavy when driven.

***ALWAYS** secure cargo to the platform using the tie down anchor brackets.

Payload and Gross Weight Chart

Vehicle Model Number	Max. Rated Payload (Capacity) including Operator and Passenger	Gross Weight of Vehicle at Rated Load
898335	2400 lbs	4340 lbs
898336	2400 lbs	4425 lbs
898341	4000 lbs	6100 lbs
898348	1400 lbs	3350 lbs
898349	5000 lbs	7330 lbs
898351	2400 lbs	3910 lbs

EH&S Revised 07/17/17

Policy on the Safe Operation of Electric Carts/Cushmans

Safety Guidelines Checklist to be Reviewed by Supervisors in Authorizing Individuals to Operate Electric Carts/Cushmans at the University at Albany

- | | <u>Check
if Complete</u> |
|---|------------------------------|
| 1. Operator has received a written copy of “Policy on the Safe Operation of Electric Carts/Cushmans.” | _____ |
| 2. Operator has been instructed that Pedestrians Have the Right of Way and that driving is only allowed on the interior roadways, parking lots and in the Service Tunnel of the University. | _____ |
| 3. Supervisor has demonstrated and explained vehicle-operating parameters to the operator and that passengers are only allowed to ride in manufacturer provided seats. | _____ |
| 4. Operator has been instructed to report any apparent mechanical defect or problem immediately to their supervisor. | _____ |
| 5. All safety signage and caution markings have been explained to the Operator. The Operator has been instructed that obeying safety signage is mandatory . | _____ |
| 6. Operators will not use their cell phone, including texting, while driving an electric cart/Cushman. | _____ |
| 7. Operator has been informed that the privilege of driving an electric cart/Cushman may be revoked , if the safety guidelines are not followed. | _____ |

Operator
 I have read and agree to abide by the “Policy on the Safe Operation of Electric Carts/Cushmans.” I also acknowledge that my supervisor has reviewed the safety guidelines with me and has clearly answered any questions.

Print Name	Sign Name	Date
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Supervisor
 I authorize the above named individual to operate an electric cart. I have reviewed the policy and have demonstrated cart operation with the operator.

Print Name	Sign Name	Date
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