

MTSU Cart Safety Rules

1. Only employees, including student workers approved by their direct supervisor, may drive carts.
2. All persons who drive carts must have a valid driver's license.
3. Before employees begin driving carts, they are to be given an orientation to cart operation and the safety rules that are to be followed. See your supervisor.
4. Drivers are to slow down or stop at all blind intersections.
5. Drivers are to drive carefully, be courteous and yield to pedestrians at all times.
6. Driving of carts shall be curtailed or limited to only appropriate work use. There will be no "joy riding" or similar non-purposed use.
7. Precautions shall be taken to prevent loads from shifting or falling from the cart. Passengers must be in a passenger seat with limbs inside the cart at all times.
8. All accidents and unsafe conditions need to be reported to the supervisor immediately.
9. Seat belts are to be used at all times when cart is in operation if available.
10. Report mechanical or maintenance problems to your supervisor. Do not alter the cart's safety equipment.
11. Do not drive while taking medications if the label or your doctor advises against it.
12. Only carts with headlights are allowed to travel on campus roadways at night.
13. Take care when carts are parked so as not to block walkways/fire lanes or become an obstacle for people with disabilities.
14. Do not leave keys in parked carts.
15. When the rear view is obstructed, do not back up without assistance.
16. Caution fellow employees against unsafe driving practices. If they continue to drive unsafe, report them to your supervisor.
17. Drivers must be responsible, use good judgment, and maintain safe speeds at all times.
18. No unauthorized personnel shall be given rides.
19. Lock down the cart to protect it from theft.
20. You should travel on campus roadways and designated routes when possible. On routes with bus lanes, keep carts in the bus lane and yield to buses at all times. Routes of travel are at the operator's discretion and may include sidewalk and lawn areas. See route map at <http://www.mtsu.edu/ehs>.
21. These safety rules are to be observed by all employees who drive carts.

I acknowledge that I have read and received a copy of the MTSU Cart Safety Rules and will follow all other applicable rules and regulations.

Signature: _____ Date: _____

Print Name: _____

Types of Carts Authorized to Use: _____