

I. Purpose

To provide authorized district personnel with guidelines so utility cart-type vehicles are operated in a safe manner at Oceanside Unified School District (OUSD) and to prevent injuries or damage to property.

II. Utility Carts Defined

- Motorized vehicles including utility carts and other 4-wheeled vehicles that are powered by electric or internal combustion motors. Examples of manufacturers include Cushman, Club Car, Daihatsu, etc.
- OUSD carts must have, at a minimum, functioning horn, brake system, headlights, and reverse alarm.
- Carts purchased prior to 2020 and retrofitted with an undamaged security ignition system, may be operated.

III. Authorized Use

- Transporting equipment/supplies within OUSD property
- Delivering products, supplies, and goods
- Transporting injured students
- Monitoring and traveling across campus as required for campus supervisors and facilities personnel

Authorized Users

- Administrators
- ASB Staff
- Athletic Trainers
- Athletic Equipment Attendant
- Campus Security Staff
- Custodians
- Designated Grounds Workers
- Designated Maintenance Staff
- Other staff designated by the site (with prior HR approval)
- School Nurses
- Substitutes working long-term assignments (with prior HR approval)

Prohibited Users:

- Students
- Untrained employees and substitute personnel

IV. Training

- Only trained and authorized staff shall drive the carts.
- The following mandatory training shall be completed at the time of hire and annually:
 - Keenan SafeSchools online course: Utility Cart Safety (20 minutes)
 - OUSD Utility Cart Safety Guidelines review and acknowledgment

V. Standards for Safe Operation

- Operators must possess a valid CA Driver's License.
- All operators must complete the required safety training.
- Operators should perform a visual inspection prior to use.
- Each operator shall be responsible for timely notification of safety and maintenance concerns to their supervisor or Lead, who will submit a work order to the Maintenance and Operations department.
- Operators shall not be distracted. The use of cell phones or listening to music while driving is prohibited.
- A maximum speed of 15 MPH under clear and safe driving conditions must be maintained.
- Speed shall be reduced to a minimum when driving along or crossing walkways.
- No utility vehicles will be operated between sunset and sunrise without functioning headlights.
- Pedestrians have the right of way; carts must yield to pedestrians.
- Utility carts shall not be driven through buildings except under the following circumstances:
 - a. Police or medical emergency
 - b. To provide maintenance service at a location in a specific building to which equipment and supplies, but not people, are being transported to the worksite
 - c. To make a delivery of materials that cannot be otherwise transported to a specific location in a building
 - d. Where circumstances warrant, as described by a, b, and c above, the operators of a utility cart in or through any District building shall take the route least disruptive to building occupants and shall follow all other policy conditions and operating requirements.
- Carts are not to be overloaded. Do not exceed the passenger limit and the recommended load capacity for the vehicle.
- The operator and passenger must keep their bodies inside the limits of the cart (except when using hand signals). Occupants are to remain seated until the cart comes to a complete stop; no jumping on or off a moving cart is allowed.
- The bed of the utility cart is not meant to carry anyone, and this practice shall not be allowed.
- Materials or equipment should be loaded or secured in a manner that will prevent injuries or property damage due to movement or falling.
- Towing is not allowed as it may cause damage to the carts.
- Cart operators are responsible for ignition keys for the period in which they are using the vehicle.
- When parked, the ignition key must be removed from the vehicle and emergency brake engaged if equipped.
- Carts shall not block or obstruct marked exits, the front of building entrances, classroom/ office doors, heavily traveled pedestrian areas, stairs, fire hydrants, fire lanes, or access ramps.
- At the end of each shift, carts shall be parked in designated areas where they can be properly secured to prevent theft and unauthorized access.
- All incidents involving utility carts shall be reported to a supervisor:

- a. Each incident shall be documented using the Utility Cart Incident Report (Appendix A) and submitted to the Classified HR Department's Administrative Secretary II.
- b. Employee injuries shall follow the [District's Workers' Compensation process](#).
- c. Third Party Incidents shall be referred to the Business Office for reporting instructions.

VI. Cart Maintenance

- Electric carts will be recharged at a location designated for such use.
- Refueling of gas carts will be done outdoors at a location designated for such activities.
- Documented monthly inspections will be conducted by Security and Custodial Lead staff using the Utility Cart Inspection Checklist form (Appendix B). The original copy of the checklist will be kept at the site.
- If deficiencies are identified where items are marked as Unsatisfactory on the checklist:
 - a. A work order shall be created, and the cart taken out of service.
 - b. The findings will be reported to a supervisor.
 - c. An electronic copy of the checklist will be forwarded to the Coordinator of Student Services.
 - d. The original copy of the checklist will be kept at the site.
- All maintenance and repairs will be handled as follows:
 - a. Annual preventive maintenance will be scheduled and monitored by the Student Services department.
 - b. Sites will be responsible for the cost of repairing damages resulting from improper use or normal wear and tear of their carts.
- Inspection checklists, maintenance and repair records shall be kept by the site and must be available for auditing by the Student Services department upon request.

VII. Supervisor Responsibilities

- Review the Utility Cart Safety Guidelines and any other site-specific cart procedures (areas where driving is prohibited, etc.) annually.
- Oversee the monthly inspection process and authorize necessary repairs of items that were marked as unsatisfactory.
- Ensure that cart operators have completed the required training.
- Investigate all accidents, ensure reporting forms are completed, and notify the operator's supervisor if necessary.
- Monitor the safe operations of utility carts. Repeat violations of the cart safety guidelines may lead to the suspension of cart use privileges.

VIII. Purchased/Donated Carts

- Any new utility cart that is purchased or must meet the established minimum safety requirements and be approved by the Maintenance and Operations department prior to use.
- No used utility cart shall be accepted as a donation or gift.



Utility Cart Incident Report Form

DRIVER INFORMATION	Driver's Name:	
	License Number:	Expiration Date:
	Site or Department:	
	Job Title:	
	Supervisor's Name:	

ACCIDENT DETAILS	Date of Accident:	Time of Accident: <input type="checkbox"/> AM <input type="checkbox"/> PM
	Date reported to supervisor:	Cart ID Number:
	Accident Location:	
	Description of Accident:	
	List Witnesses if any:	

INJURY/PROPERTY DAMAGE INFORMATION	Did an injury occur? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who was injured? <input type="checkbox"/> Self * <input type="checkbox"/> Another employee* <input type="checkbox"/> Student** <input type="checkbox"/> Volunteer** <input type="checkbox"/> Other** _____
	Any damages to District property? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
	Any damages to other property? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe:
*For Employee Incidents: Follow the Work-related injury reporting process or contact the WC/ RTW Office		
**For Third Party Incidents: Contact the Business Office for reporting instructions		

Employee's Signature	Date:
Supervisor's Signature	Date:

Submit completed reports to the Classified Human Resources Department's Administrative Secretary II

HR Use Only:

Date Received:	Follow-Up Needed:
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Monthly Utility Cart Inspection Checklist

Date: _____	Cart#: _____	Work Order# _____
Site: _____		

This form shall be completed and maintained by the Security and Custodial Lead staff at each site. Section VI of the Utility Cart Safety Guidelines outlines the following process:

- If deficiencies are identified where items are marked Unsatisfactory on the checklist:
 - A work order shall be created, and the cart is taken out of service
 - The findings will be reported to a supervisor
 - An electronic copy of the checklist will be forwarded to the Coordinator of Student Services
 - The original copy of the checklist will be kept at the site

	S - Satisfactory U - Unsatisfactory N/A - Not Applicable		
Inspection Items	S	U	N/A
Lights: <ul style="list-style-type: none"> ● Headlights fully operational (both left and right) ● Headlights and tail lights free of cracks or missing lenses ● Brake lights fully operational 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Tires: <ul style="list-style-type: none"> ● Inflated properly (not flat or low) ● No visible cracks or uneven wear ● Free of foreign objects (nails, screws, etc.) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Battery: (Use appropriate Personal Protective Equipment) <ul style="list-style-type: none"> ● Battery tops free of corrosion (Rinse with plain water, if needed) ● Water levels are full ● Cables free of corrosion and cracks 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Gas Carts: (Use appropriate Personal Protective Equipment) <ul style="list-style-type: none"> ● Gauges reflect adequate fuel level ● Gauges reflect adequate oil level 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Brakes: <ul style="list-style-type: none"> ● Back up/reverse alarm working ● Parking brake engages ● No squeaking, squealing or grinding sounds 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Windshield/ Mirrors (if equipped): <ul style="list-style-type: none"> ● Clear of cracks and scratches 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horn (if equipped): <ul style="list-style-type: none"> ● Operable and adequately audible/loud 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security Keypad System: <ul style="list-style-type: none"> ● Intact and no signs of defacement or vandalism 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES: _____

Lead Staff/ Inspector) Name _____ Signature _____