



Utility Cart Policy

Purpose of Plan: Utility Carts (often referred to as golf carts) are often used by Birmingham Community Charter High School (BCCHS or School). These vehicles are useful for transporting people, equipment, and supplies from one location to another. However, improper use can also result in injuries, property damage, and liability for the school. This policy is designed to promote the proper and safe use of such carts.

Definition of Utility Cart: Motorized vehicles including 3 or 4-wheeled vehicles that are powered by electric or internal combustion motors.

Eligibility to Operate: To qualify as an eligible utility cart driver, operators must:

- Be at least 18 years of age and have a valid state issued driver's license
- Have a minimum of one-year auto driving experience
- Be a school employee
- Complete the appropriate School required training

Operation: Vehicles shall not be operated in a manner that may endanger passengers or other individuals (e.g., pedestrians), or harm school property.

- Passenger Limit/Load Capacity: Do not exceed the passenger limit and load capacity designated by the vehicle's manufacturer.
- Approved Areas: Utility carts shall only be driven on school district property.
- Speed Limits: Operators must not exceed speed limits for motorized vehicles. Operators must reduce speed on walkways and in pedestrian areas. In crowded pedestrian areas, operators must park or proceed at a slow walking pace.
- Parking: When parked, the ignition key must be removed from the vehicle and the emergency brake engaged. Parking is only allowed on hard covered surfaces (e.g., asphalt, concrete, brick). Do not block entrances to buildings, stairways, disability ramps, or main thoroughfares. Do not chain vehicles to fixed objects (e.g. trees, poles).
- Recharging Electric Vehicles: Electric utility carts will be recharged only at locations designated for such use. Use of extension cords from inside buildings to vehicles is prohibited.
- Refueling internal combustion utility carts must be done outdoors at locations designated for such activities. If the vehicle is refueled from a gas can, the vehicle must be grounded.

Purchased/ Donated Utility Carts: Any new utility cart that is purchased or accepted as a gift, must meet minimum safety requirements. The minimum safety equipment required must include, but is not limited to: key operation, deadman switch, and reverse alarm.

If the cart does not come with such equipment, the manufacturer should be contacted to see if it can be modified to add the missing equipment.