

# RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

## Facilities Management

### POLICY AND PROCEDURES

**SUBJECT:** ELECTRIC CART USAGE POLICY

**Policy No.:** 1403

**Revised:** February 15, 2018      **Supersedes:** October 2016

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## PROCEDURE:

This policy provides guidelines for the use of electric carts, utility carts, low-speed vehicles and/or similar type vehicles (hereafter collectively referred to as “Carts”) on the Rancho Los Amigos Campus. The following guidelines are to establish proper safety procedures and practices for the operation and maintenance of Carts all while promoting a **safer environment** for patients, students, faculty, staff, and visitors to the campus.

### Policy Statement

The electric carts were purchased and intended for use by Environmental Services, Facilities Management, and Warehouse staff, however, all members of the Rancho community who for whatever purpose operate Electric Carts on property under the jurisdiction of Rancho Los Amigos, including students, faculty, and staff are bound by and covered under this policy. Cart operators must meet the following criteria before operating a Cart on the Rancho Los Amigos campus:

- All operators must have a valid California Drivers license
- All cart operators must review the policy and procedures
- Successfully complete a facility-sponsored Cart Safety training program that includes a demonstration of the operator’s ability to safely drive the Cart. (*Operators are **required** to sign a Cart Operator’s Agreement that includes a copy of this Policy.*)
- Manufacturer operating manual/instructions shall be maintained in each Cart.
- Cart operators must be at least 18 years of age.
- Carts may **only** be driven on campus sidewalks, paved pathways, and parking areas. Operators must make reasonable efforts to keep Carts **off** the grass.
- Carts are **not permitted** to be driven on public streets or roads.
- If access to a location necessitates crossing a street or road, you must obtain your immediate supervisor’s written approval and all traffic laws must be followed. Crosswalks must be used if available.
- Carts shall not be parked inside campus buildings unless a special area has been designated as a Cart parking area. Barricades and or signage must be visible and strategically placed to assure safety.
- Carts must not be used during inclement weather unless designated as essential response equipment and approved by the safety department for special response activities. For the purpose of this policy, inclement weather is defined as **high winds**, iced pavement, flooding, and severe electrical storms.
- Carts must be driven at a slow speed compatible with pedestrian traffic.
- Cart operators watch out for pedestrians, be cautious, courteous, and yield the right of way to pedestrian traffic, bicycles, other vehicles, fixed objects, all other traffic at all times.
- Cart may **only** be operated if all safety features are intact and in good working order.
- Carts may **only** be operated after dark shall be equipped with working head and tail lights.
- All Cart occupants must be seated and keep all limbs inside the Cart at all times.
- Carts are not to be overloaded by carrying more passengers than seating provided or overloading the Cart’s recommended carrying or load capacity.
- Cart operators and passengers **cannot** wear headsets or **use cell phones** while operating Cart.
- Cart operators are responsible for the ignition keys for the period of time in which they are in the vehicle. **Keys shall not be left in the Carts.** The parking brake must be set when leaving a Cart parked.

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- Rancho-owned Carts are to be used for **Hospital** business only.
- Any accident or incident involving a Cart shall immediately be reported to the operator’s immediate supervisor.  
**Please Note:** Operator driving privileges may be suspended until an accident investigation is completed.
- Golf Cart/Utility Vehicles will not be parked in Fire Lanes, in metered parking spaces, in DMV disabled parking spaces, in reserved parking spaces, or within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic.

Departmental Responsibilities

- The Department responsible for the Cart will keep all preventative maintenance and repair records related to the Cart. Departments are responsible for keeping all original equipment and safety features in good working order.
- Each department is responsible for providing a safe and secure area for vehicle storage.
- Each department is responsible for all Cart regular maintenance and repairs including scheduling an annual safety inspection with a service vendor.
- **Departments/staff are not to attempt to service a Cart. Should there be a malfunction or maintenance issue, staff are to report it immediately to their Supervisor and the Cart is to be taken “Out of Service” until a qualified vendor has completed any repairs necessary.**
- Department heads shall assure that all Cart operators in the department have been trained.
- Departments may develop additional policies regarding use of carts, not in conflict with this policy.

Enforcement

Failure to comply with the procedures detailed in this policy may result in disciplinary action, including but not limited to termination of Cart operating privileges.

Utility Cart Policy and Safety Guidelines Acknowledgement

Employee Name (print): \_\_\_\_\_  
 Employee Number: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 DL#: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

By signing below I acknowledge that:

- *I have read and understand the Golf Cart/Utility Vehicle Safety Policy.*
- *I understand the hazards associated with driving a Golf Cart/Utility Vehicle and agree to abide by the safety guidelines.*
- *I have been provided with the opportunity to ask questions related to these guidelines.*

\_\_\_\_\_  
*Employee Signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor Signature* \_\_\_\_\_  
*Date*