VCSU SAFE OPERATING PROCEDURES:
Cart/Utility Vehicle Operation

All operators of carts/gators must meet the following criteria before operating a cart/gator on University property:

- Possess a valid North Dakota driver's license.
- Know and adhere to the State of North Dakota motor vehicle laws.

Failure to follow this procedure, follow common practices or courtesies, or follow rules of the road for the State of North Dakota, could result in citation, appropriate disciplinary action, and/or suspension of operator's vehicle driving privileges.

The following outlines procedures for the safe operation of carts/gators:

- The operator must report any accidents/incidents to Facilities Services. Facilities Services will forward any accident/incident to Risk Management via an Incident Report.
- Supervisors must monitor and ensure that all persons operating carts have been instructed in the safe operation of carts.
- The speed limit for carts off standard roadways is **15 mph**.
- Vehicles meeting Standard 500 criteria may operate on University roadways, but must adhere to posted speed limits on University roadways. All other carts/gators are prohibited from operating on the roadways of the campus **except** when crossing from one side of the street to another or utilizing a roadway where no sidewalk exists. In most cases, sidewalks are to be used while right-of-way is to be rendered to all pedestrians. Note: Operators are to use due caution in crosswalks. Carts/gators using pedestrian crosswalks **do not** have the right-of-way.
- Modification or tampering with a vehicle's governor is prohibited and is a violation of Federal Law.
- Operators are to use extreme caution at all times.
- Operators may not wear headsets while operating carts.
- Operators are prohibited from operating vehicles inside, under, or through University buildings.
- Pedestrians have the right-of-way on campus. Carts must yield to pedestrians on sidewalks. **SPEED IS TO BE REDUCED TO A MINIMUM WHEN DRIVING ALONG OR CROSSING SIDEWALKS TO AVOID ACCIDENTS WITH PEDESTRIANS.**
- Operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing or mobility may impair their ability to see, hear, or move out of the way of carts.
- Cart/utility vehicles are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the recommended carrying or load capacity.
- The operator and each passenger in a cart/utility vehicle must wear a seat belt.
- If operating cart/utility vehicle over terrain that is steeply sloped, rocky, and/or slippery on in adverse conditions, appropriate Personal Protective Equipment (PPE) must be worn. PPE may include helmets, safety glasses or goggles, off-road gloves, slip resistant footwear, long-sleeve shirt and long pants.
- The name and telephone number of the University department and University identification number must be displayed on University-owned cart/utility vehicles.
- Operators are responsible for ignition keys for the period of time in which they are using the vehicle. Keys should not be left in carts.
- Operators must park carts/gators away from heavily traveled pedestrian areas or in designated cart parking areas.
- Operators are not to block the path nor limit pedestrian access on walkways.
- University-owned carts are to be used for University business only.
- University-owned carts are to be maintained in accordance with manufacturer and Facilities Services’ recommended service schedule.
- Repairs and regular maintenance are the responsibility of the Department owning the cart. The Department is financially responsible for all repair and maintenance costs (labor, parts, and supplies).
The Department is required to keep all preventative maintenance and repair records related to the vehicle.

- Departments are responsible for keeping all original equipment and safety features in good working order.
- Reckless driving and horseplay are prohibited when operating cart/utility vehicles.