

24.01.01.C0.01 Utility Cart Safety

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Revised: March 24, 2008
Revised: October 9, 2017
Next Scheduled Review: October 9, 2022



Procedure Statement

Texas A&M University-Corpus Christi is committed to protecting the safety of pedestrians and ensuring the safe operation of utility carts and utility cart-type modes of transportation on campus.

Reason for Procedure

The purpose of this procedure is to ensure that Texas A&M University-Corpus Christi has a utility cart safety plan that applies to all university employees, state/federal agency tenants, contractors, vendors, visitors, volunteers, and student employees, who use the specified modes of transportation for official business. Any use other than official business is expressly prohibited.

Procedures and Responsibilities

1. Refer to the Utility Cart Safety Manual in the Appendix section of this procedure for definitions of the various types of utility carts covered by this procedure.
 - 1.1. This procedure does not apply to automobiles, pick-up trucks, heavy equipment, motorized wheelchairs, or other assistive devices used by persons with disabilities.
2. An authorized cart operator is an individual that qualifies as defined in this procedure, possesses a valid driver's license and who has successfully completed the Environmental, Health & Safety department's online Utility Cart Training.
3. The Environmental, Health & Safety department is responsible for the administration of this program. All supervisors and employees through administrative channels are responsible for compliance with the procedures outlined in the Utility Cart Safety Manual.
4. The acquisition of cart-type modes of transportation on campus is limited to departments, tenants, contractors, and /or vendors upon demonstration of a valid business need. Utility cart purchases must be approved by the Executive Vice President for Finance & Administration.

5. Refer to the Utility Cart Safety Manual for additional procedures, guidelines, the utility cart routes map, and forms. The required forms include a Utility Cart Purchase Request and a Utility Cart Training Acknowledgement (see Appendix).
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Related Statutes, Policies or Requirements

System Regulation [24.01.01, Risk Management Programs](#)

This procedure supersedes:

- [24.02.02.C2.01, Utility Cart Safety](#)
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Appendix

[Utility Cart Map](#)

[Utility Cart Safety Manual](#)

[Utility Cart Purchase Request Form](#)

[Utility Cart Training Acknowledgement Form](#)

Contact Office

Contact for clarification and interpretation: Environment, Health & Safety Department
(361) 825-5555