MIRACOSTA COMMUNITY COLLEGE DISTRICT
CODE OF SAFE PRACTICES

UTILITY CARTS

- All persons operating Utility Carts must have a valid California drivers’ license and “Permit to Operate” issued by the District.

- Utility Carts are only to be operated by authorized District employees. No students or parents.

- Only four-wheeled vehicles are allowed.

- Carry passengers only in the seat, not the cargo area. Do not exceed the seat capacity.

- Students may not be transported in Utility Carts unless they are injured and need medical attention.

- This is a motorized vehicle; operate and respect it as you would any other motor vehicle.

- Stop at all blind intersections and yield to pedestrians.

- Keep all body parts inside the vehicle at all times.

- When parking, make sure the brakes are set and the Utility Cart is not blocking walkways, fire lanes or driveways. **ALWAYS** remove the key before leaving the vehicle unattended.

- Secure all loads to prevent shifting or falling.

- Report unsafe vehicles to the Facilities Department immediately.

- All accidents are to be reported and investigated immediately.

> **SEND COMPLETED FORM TO RISK MANAGEMENT MS 6** <

______________________________________  ________________  __________________
PRINT EMPLOYEE NAME (1)  Employee Signature (2)  Date (3)

______________________________________  __________________
PRINT SUPERVISOR NAME (1)  Supervisor Signature (2)  Date (3)