

 <b>CSN Procedure</b>	<b>Finance &amp; Administration</b>
<b>Category: Environmental Health and Safety</b>	<b>Effective Date: 06/15/2026</b>
<b>Utility Cart and Low-Speed Vehicles Safety Program</b>	

**I. PURPOSE**

To establish minimum safety requirements for the operation of utility carts and Low-Speed Vehicles (LSVs) at the College of Southern Nevada (CSN). This program is intended to promote safe operation, prevent injuries, and protect employees, students, and visitors.

**II. SCOPE**

This program applies to all CSN campuses and facilities where utility carts or Low-Speed Vehicles (LSVs) are operated. Carts are restricted to campus property and shall not be operated on public roadways.

Only authorized CSN employees may operate carts. Students are prohibited from operating carts under any circumstances.

**OVERVIEW**

Utility carts and Low-Speed Vehicles (LSVs) are used at CSN to support maintenance, operations, and campus services. Improper operation can result in injury to pedestrians, passengers, or operators, and damage to property. This program establishes minimum safety requirements for authorized employees operating carts on campus property.

**III. DEFINITIONS**

**Cart** – Utility cart, golf cart, or Low-Speed Vehicle (LSV) powered by electric or fuel source and used for campus operations.

**Operator** – A CSN employee authorized by their supervisor to operate a cart.

**Pre-Use Inspection** – A visual and functional check conducted by the operator prior to use to ensure the cart is safe to operate.

**IV. PROCEDURE**

**A. Responsibilities**

1. Environmental Health & Safety (EH&S)
  - Administer and periodically review this program.
  - Provide guidance regarding safe cart operation and training requirements.
  - Review incidents involving carts as necessary.
  - Provide guidance to Facilities Management for response and remediation activities.
  - Respond immediately to any reports of damaged lead-containing materials or suspect material and take steps to limit exposure to employees and the public.
  
2. Facilities Management
  - Ensure carts receive annual preventative maintenance inspections.
  - Remove unsafe carts from service until repairs are completed.

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- Maintain carts in safe operating condition.
3. Supervisors
    - Authorize employees to operate carts.
    - Verify completion of required training prior to operation.
    - Ensure unsafe carts are not operated.
    - Take appropriate corrective action, including refresher training, when operators are observed engaging in unsafe behaviors, involved in incidents, or when operational conditions change.
  4. Employees (Operators)
    - Complete required training prior to operating a cart.
    - Conduct a pre-use visual inspection before operation (see Section D).
    - Operate carts in accordance with this program and observe all traffic laws.
    - Immediately report accidents, unsafe conditions, or mechanical issues to their supervisor.

## **B. Training Requirements**

All authorized operators must complete the “Golf Cart and LSV Safety: On and Off the Course” training through CAPE learning platform prior to operating a cart. Training is required annually.

Refresher training may be required following an accident, near-miss, or observation of unsafe operation.

## **C. Safe Operating Requirements**

Operators shall:

- Operate carts with courtesy and caution at all times.
- Yield to pedestrians at all times.
- Reduce speed in pedestrian or congested areas.
- Ensure all passengers are seated in designated seating areas.
- Not exceed manufacturer load or passenger limits.
- Not use cell phones or wear headphones while operating.
- Not operate under the influence of drugs or alcohol.
- Remove the key and set the parking brake when unattended.
- Keep body parts inside the vehicle while in motion.
- Not modify carts in a manner that affects safety or operation.
- Not operate carts at night without properly working head and taillights.
- Not operate on publicly maintained roadways at any time.

## **D. Inspection, Charging and Maintenance**

Operators must conduct a pre-use visual inspection to confirm that tires, brakes, steering, lights (if equipped), horn, and other safety features are functioning properly. Operators should verify there is no visible damage, leaks, or loose parts and that the battery or fuel level is adequate for operation. Carts found to be unsafe shall be removed from service immediately and reported to Facilities Management.

Carts are to be recharged only at designated charging areas. The use of extension cords from inside buildings to carts is prohibited.

## **E. Records**

Training records shall be maintained through the CAPE learning management system. Maintenance records shall be maintained by Facilities Management.

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**V. AUTHORITY AND REFERENCES**

Occupational Safety and Health Act (General Duty Clause)

<https://www.osha.gov/laws-regs/oshact/section5-duties>

Cart Manufacturer's operating manuals and safety guidelines.