

## General

1. No one may operate an electric vehicle unless he/she has been authorized by the university to do so and has been trained in the safe operation of such vehicles in the campus environment. Safety training shall consist of the operator's signed acknowledgement of having read and understood these Safe Work Practices (see page 3). Supervisors must also satisfy themselves that the operator has the driving skills to safely and successfully operate the vehicle.
2. The electric vehicles are CSUS property. All rules regarding personal conduct while riding in or operating CSUS vehicles apply to the electric vehicles used on campus.

## Pre-Operation Check

1. Before operating an electric vehicle, the following items must be inspected and found to be satisfactory. Defective or non operational items must be reported to a supervisor. A vehicle with safety defects must be taken out of service until corrective action is taken. Defects include but are not limited to:
  - Rear-view mirror(s) in place and adjusted for driver
  - Tires properly inflated
  - Turn signals operational (on all vehicles to be operated on public roadways)
  - Windshield clean
  - Horn operational
  - Back up signal operational
  - Brakes tested and operational

## Driving Safety

1. Operate the cart from the driver's side only.
2. Focus on driving safely and defensively, not on unrelated events going on around you.
3. Drive slowly and carefully while pedestrians are in the area. Be prepared for sudden stops. Acknowledge pedestrians in a friendly manner.
4. When approaching pedestrians who appear not to hear you coming, politely make them aware of your presence, then pass slowly. Sound the horn if it is necessary to make pedestrians aware of your presence. When driving or parking, be aware of the needs of the visually impaired, allowing them extra space and time.
5. Be aware of blind spots or sheltered areas from which pedestrians might suddenly step into your pathway.

6. Plan your route and timing to avoid heavy pedestrian traffic during class changes when possible. If you have any doubt about the safety of pedestrians around you, consider stopping and waiting for the area to clear. Remember that the campus walkways are primarily for the pedestrian.
7. Never race other carts or engage in any kind of horseplay using carts.
8. Keep arms and legs in the vehicle at all times, paying particular attention when passing through narrow areas.
9. Drive very slowly through narrow areas, especially the bollards, which keep regular traffic out of the central campus. The bollards are emplaced approximately five feet apart and most of the electric vehicles are just over four feet wide, so there is little room on the sides of the vehicle for safe passage.
10. Drive in regular vehicular traffic only when absolutely necessary. Using turn signals (electric or hand-and-arm) is especially important when driving in traffic. Do not attempt to use hand and arm signals when passing through narrow areas.
11. Your electric vehicle is very slow compared to a car or truck, so give yourself plenty of room to cross streets.
12. When operating a vehicle that is fully loaded, exercise caution and be aware of your reduced rear or side visibility. Do not load more weight into the cart than it is designed for. All equipment shall be properly secured and tied down. Loads which extend beyond the back of the vehicle are to be properly secured and flagged. No loads are to extend out the sides of the vehicle.
13. Seat only as many riders as permitted in the manufacturer's instructions. No riders in the bed/back of the cart except those vehicles designed as personnel transport.
14. Be aware of the height of your vehicle compared to the height of tree limbs or other overhanging structures.
15. Approach lowered automatic traffic arms slowly, then stop and wait for it to rise. Do not proceed at regular speed, assuming the arm will rise.
16. Slow down and use extra caution when moving from sunlight to shade. The diffused sunlight on your windshield may not allow you to see well into the shaded area ahead.
17. Use extra caution when operating in reverse. Turn around to look back when backing vehicle; do not rely on the mirrors.
18. Before leaving the vehicle, set parking/hill brake, turn key off and remove. Vehicle must come to a complete stop before passenger or driver may get out.



## Maintenance

Perform only those maintenance actions for which you have been trained and authorized. Questions regarding maintenance of an electric vehicle should be directed to Auto Shop technicians. The maintenance precautions listed below are not intended to direct actions or to convey authority for actions for which an operator may not be trained or authorized.

1. Use caution when plugging the charger into the vehicle. Do not attempt to plug in the charger when plug is wet or with wet hands. Operators must read, understand and follow the battery charging instructions before recharging the vehicle battery.
2. Use caution when checking battery fluid levels. Take the vehicle to the Auto Shop for battery servicing, including refilling the battery with filtered water. Wear eye protection while working over the battery when vent/filler caps are removed.
3. When servicing batteries, allow no smoking, flame or sparks within 25 feet of the batteries.
4. Check tire inflation levels by visual inspection daily. If a tire appears to lack air pressure, consult the Auto Shop for evaluation and/or repairs.
5. Do not attempt to service or trouble-shoot the vehicle (beyond the minor maintenance described herein) unless you have been trained and authorized to do so.
6. The windshield is made of plastic, so it must be cleaned with a fabric cloth. A paper towel, even when wet, will scratch the plastic, causing greater light diffusion and poor visibility.

## Trailers

1. The electric vehicles used at CSUS are narrow, yet sometimes pull full-width trailers. When pulling any trailer, special attention shall be paid to the width of the trailer, making sure it has sufficient clearance on both sides. If in doubt about the clearance, operator or passenger must stop, get out and check for clearance.
2. Full-width trailers shall not be pulled through areas when pedestrian traffic is heavy, for example, during class changes in the interior of the campus. The operator of an electric vehicle pulling a full-width trailer shall wait until pedestrian traffic clears before proceeding.

I, \_\_\_\_\_(print name) have read and understand the safe work practices listed above and will operate the designated machine in accordance with them, the manufacturer's operating instructions, and my supervisor's instructions.

Signature\_\_\_\_\_ Date\_\_\_\_\_