

Utility Cart Safety Checklist Instructions for UCF Employees, Students, and Registered Volunteers

Purpose: This checklist is to be used to assist supervisors (or their departmental designee), review with their employee's, the fundamental safety information on utility cart authorization, inspection, and operation. The checklist should be used to train new cart operators in a one-on-one, hands-on setting, with an actual cart supplied by the respective department.

Prerequisite: The trainee shall have viewed the online utility cart safety video by enrolling in the Utility Cart Safety course (EHS801) via myUCF. Learners will self-enroll or be enrolled by their department. (Click [here](#) for course enrollment instructions.)

Instructions for Supervisors (or Departmental Designee):

1. Supervisors or departmental designee will review the [Golf Cart and Utility Vehicle Advisory Notice](#).
2. When meeting with a new cart operator, the supervisor or departmental designee will verify that the trainee has completed the online module by checking his/her training summary in myUCF. (Click [here](#) for instructions on accessing an employee's training records.)
3. Review each item on the following checklist. For each item, initial to indicate the information was covered with the cart operator trainee, and where appropriate, the trainee properly demonstrated required procedures. Ask the trainee to supply information for each topic on the checklist and augment with department specifics as necessary.
4. When the supervisor or departmental designee has covered all topics and feels the trainee has mastered the fundamentals of utility cart safety, sign and date the checklist where indicated. **Once completed, scan the checklist and email it to riskmanagement@ucf.edu with subject: "Utility Cart Checklist".**

When Risk Management receives the scanned copy of the checklist, it will be entered into Peoplesoft, and the evaluated individual will be considered to be authorized to operate a utility cart on campus.

UCF Utility Cart Safety Checklist

Discuss the [Golf Cart & Utility Vehicle Advisory Notice](#) with the cart operator, then review each item below and initial.

Authorization	Supervisor Initials
Personnel authorized to drive utility carts at UCF	
Limitations to driving on roadways, walkways, and sidewalks	
Vehicle registration	
Cart driver has a valid driver's license	
Utility cart accident procedure	
Inspection	Supervisor Initials
Inspection frequency	
Visual checks (include tire pressure, rust, turn signals, mirrors, and leaks)	
Functional Checks:	
• Steering and Brakes	
• Mirrors and Wipers	
• Horn and Reverse Alarm	
• Headlights and Hazard Lights	
Operation	Supervisor Initials
Speed limits	
Stopping distance	
Road hazards	
Loading capacity	
Pedestrian right-of-way	
Passenger safety	

Supervisor (or Departmental Designee) Certification Statement

I hereby certify that I have covered the topics above and approve the individual named below to operate a utility cart on University of Central Florida campus. Please select the cart operator's status then complete below.

University Employee (Paid)

Student or Registered Volunteer (Unpaid)

Cart Operator Name (Print): _____ **UCF ID:** _____

Cart Operator Signature: _____ **Date:** _____

Supervisor Name (Print): _____ **UCF ID:** _____

Supervisor Signature: _____ **Date:** _____

Department: _____