

Cart Policy

Personnel driving cart type vehicles shall comply with all existing University and Utilities vehicle policies; in addition:

- **To drive carts, drivers must comply with the following:**
 - Must be an authorized driver. An authorized driver has a valid Texas Class C driver's license, has an acceptable driving record, and has met the necessary driver training per the University of Texas Code [UTS 157](#). Contact the Utilities Safety Office at 232-7531 for information about online driver training courses available to UT employees.
 - Drivers are also to obey all traffic signals and signs.

- **Where carts may be driven:**
 - Only within the boundaries of the main campus.
 - Carts must **NEVER** be driven on pedestrian areas such as malls and sidewalks, unless it is the **ONLY** means to access the worksite or delivery point.
 - Landscaped areas should never be driven on unless performing landscape or maintenance work.
 - Avoid driving on other city streets when possible.
 - Never on Dean Keeton, Red River, MLK, or Guadalupe Streets.
 - Major thoroughfares such as those listed above may only be crossed where there are traffic signals and must follow the same rules for vehicles, not pedestrians, when crossing.
 - **REMEMBER: Pedestrians always have the right-of-way.**
 - If a pedestrian area such as a mall or sidewalk is the only means of getting to the worksite, the maximum speed of the cart **shall not** exceed the speed of the pedestrian traffic present (apx. 2-3 mph).

- **When parking carts:**
 - Carts are considered UT vehicles and should park in authorized UT vehicle spaces.
 - Never block entrances or exits to any building, including stairs and ramps.
 - Never block pedestrian ways including sidewalks.
 - Avoid parking on grass or landscaped areas, unless performing landscape maintenance.
 - When leaving a cart unattended, always secure the parking brake and remove the key.
 - When leaving a cart for the evening, always secure it to a permanent structure with a chain and lock or park it inside a secured space.

- **Carts shall be equipped with the following:**
 - Front and rear turn signal lamps;
 - Stop lamps;
 - Parking brake;
 - Seat belts;
 - Warning lights or other means of providing high visibility;
 - Red reflex reflectors on both sides and rear of cart;
 - Exterior mirrors;
 - Windshield;
 - Horn;
 - Slow moving sign on the rear; and
 - Headlights and tail lights if operated before dawn or after dusk.

- **When using a cart please observe the following:**
 - Carts are to be used for transporting people and supplies between job locations and shops; carts may not be used for personal purposes.
 - Carts may only be used to carry two people, unless additional passenger seats are provided. No passengers may be carried in the bed of a cart.
 - All passengers are to keep their entire body within the frame of the cart at all times when moving.
 - Carts may not be used to tow trailers or other vehicles, unless they are specifically designed to do so.
 - Loads extending more than 12 inches beyond the sides of a cart, or more than 36 inches beyond the front or back of a cart must be flagged.
 - Occupants of carts must not smoke or use any other form of tobacco product in the cart ([see HOP 2.A.2](#)).
 - Seatbelts, if available, must be worn while the cart is in motion.