



**UTTyler**<sup>™</sup>  
THE UNIVERSITY OF TEXAS AT TYLER

# Utility Cart Operations Guide & Training

UT Tyler Police Department

Parking & Transportation: 903.565.5840



# Training Goals

- Pedestrian Safety
- Driver Safety
- Integrity of UT Tyler Property

# Know Your Vehicle

- Familiarize yourself with your Utility Cart's Manual
- Know what type of cart (gas or electric) you are using
- Take notice of the size of the cart (2-, 4-, or 6-seater)
- The size and type of cart you have can impact how the cart responds when accelerating, breaking, and turning
- Your first time driving the cart should be in an open area away from pedestrians.

# Remember

- **The cart is not a toy**
- Improper use can damage university property and potentially cause severe injuries or even death.



# Limited Use

**Utility carts—including golf carts and mules—are to be used exclusively for university-related operations, not for convenience.**

Approved uses include:

- Shuttling prospective students, families, and other campus visitors during tours or special events
- Transporting heavy or bulky materials and supplies across campus
- Providing mobility support for individuals with disabilities
- Supporting staff mobility for time-sensitive tasks across long distances

# Before you Go, Check:

- Tires: Are the tires inflated to a safe level?
- Leaks: Are there any battery or fuel leaks?
- Signals: If equipped, do the indicators on your cart work?
- Steering: Is the steering loose, too tight?
- Alarms: Are there audible alarms?
- Brakes: Is the brake pedal functioning properly?
- Cargo: All cargo must be secured.
- Seatbelt: The driver and all passengers should wear available safety restraints while the cart is in motion.



# Utility Cart Etiquette

- The Pedestrian **ALWAYS** has the Right-Of-Way.
- Cell phone use while operating a cart is prohibited.
- Proceed at the pace at which people are walking.
- UTT on campus roadways: 20 mph maximum
- Use Campus Drive whenever possible instead of inner-campus routes, **even if it takes longer.**
- Utility Carts are not registered motor vehicles. Do not drive carts on off campus roads.

# Walkways

To maintain safety for pedestrians who may enter and exit offices and rooms, carts **ARE NOT** allowed on walkways next to building entrances and exits.



# Parking

**Never park at the front entrance of buildings.**

Exceptions - Admissions cart while transporting prospective students and Police, EH&S, & Physical Plant during emergencies/drills

Check the map in this presentation for appropriate parking locations when visiting other campus buildings.



# Parking continued...

- Never park in handicap access or handicap spaces.
- When parking near another cart, park parallel to each other in a reasonable fashion.
- When the cart is not in use it should be parked in it's designated spot on campus. Please check with your department lead if you are unaware of the location.

# Approved Campus Routes

- Review the map on the following slide for approved campus routes.
- Carts are allowed ONLY on the paths marked in green.
- Paths marked in red have been commonly used but are now strictly off limits to cart access except for health emergencies.
- Carts are not allowed on off-campus roadways, not even in the bicycle lane.
- Areas marked in yellow are the allowable locations for temporary cart parking while visiting buildings.





Belle More Street

Spartanburg Lane

Charleston Park

Hanover Place

# Passengers

- Must be seated and use safety restraints if available
- Not allowed in rear cargo area
- Not allowed to be standing on sides or rear of cart when it is in operation
- Must keep hands, feet, and objects in cart and remain seated while in motion

# Loading

- Secure all cargo
- Maximum load not to exceed manufacturer's recommendation
- Center the load; watch for top heavy equipment
- Top-heavy loads are subject to falling

# Maneuvering

- Carts are unstable in tight turns
- Carts are subject to tipping on any surface
- Beware of areas of the campus under construction
- No cart should be operated at night without working headlights and taillights
- When approaching a hill, cautiously drive straight up the hill. Never approach a hill at an angle.
- Always sound horn when approaching a blind turn
- NEVER leave keys in unattended utility cart



By following these simple rules, we can create a safer, more appealing campus environment and better serve our exceptional students and community members.



**Failure to follow these rules may result in the  
revocation of your ability to operate Utility Carts on  
UT Tyler property.**

For questions regarding the cart guidelines or training?

Please contact the Parking & Transportation Coordinator

Melissa Clayton - [parking@uttyler.edu](mailto:parking@uttyler.edu)

For questions regarding the cart purchasing, maintenance, or repairs?

Please contact UT Tyler Facilities Management

Ragan Hill - [RaganHill@uttyler.edu](mailto:RaganHill@uttyler.edu)



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