



Policy Number 7.5

Chapter: Police & Safety

Title: Service Carts

**Division/Department: Police and Safety/Auraria
Campus Police Department**

Policy Administrator: Chief of Police

Adoption Date: November, 1998

Revision Dates: 9/2002

1. PURPOSE

To protect persons and property on the Auraria Higher Education Center campus, this policy provides for the safe use of gas and electric powered Service Carts (a/k/a golf carts).

2. DEFINITIONS

- 2.1. Auraria Campus: All grounds, buildings and facilities located within the boundaries of the Auraria Higher Education Center.
- 2.2. Auraria Higher Education Center or "AHEC": The higher education complex established in Title 23, Article 70, of the Colorado Revised Statutes (C.R.S.) and located in the City and County of Denver.
- 2.3. Service Cart: A small, low-speed, motorized, three- or more-wheeled vehicle, including gas and electric carts. Examples include delivery carts, landscape maintenance carts, and courtesy carts.

3. POLICY

- 3.1. This policy applies to all operators of electric and gas powered Service Carts on the Auraria Campus.
- 3.2. All persons using Service Carts must have a current, valid driver's license in their possession at all times during the operation of a cart.
- 3.3. Any instance of careless, negligent or impaired operation of a Service Cart by an AHEC employee will be reviewed by their appointing authority. AHEC employees determined to have been careless, negligent or impaired while operating a Service Cart are subject to corrective and/or disciplinary action and

may be charged for all costs incurred in the repair of loss of a Service Cart through their negligence or misconduct. Employees of the Constituent Institutions may be subject discipline by their employers.

- 3.4. Accidents must be reported immediately to AHEC Campus Police Department.
- 3.5. Institutional Directors and/or AHEC division chiefs are responsible for ensuring that each employee receives an orientation on the use of Service Carts, this policy, and sign the "[State Owned Vehicle/Cart Policy and Practices Review](#)" form (Attachment A).
- 3.6. Service Cart operators must use the designated [Pedestrian Zone and Service Vehicle and Cart Routes map \(Attachment B\)](#) and [Campus Parking Map \(Attachment C\)](#) to determine where the vehicle may be operated and parked.
- 3.7. The operator will follow the manufacturer's recommended guidelines for operation and safety.
- 3.8. Safe driving and operation of Service Carts are the responsibility of the operator. All persons operating a Service Cart must adhere to all applicable vehicle and traffic laws of the State of Colorado and the City and County of Denver. Rules, regulations, and statutes that govern all vehicles using public roadways also pertain to Service Carts on the Auraria Campus. The maximum speed limit for Service Carts on campus is 10 mph. Operators must use arm signals if the equipment does not have turn signals.
- 3.9. The operator should consider the safety of passengers riding in the vehicle. The operator may be held responsible for careless operation of a Service Cart leading to injuries or property damage.
- 3.10. Service Carts may carry only as many passengers as they have designated seats; operators must not exceed load and passenger capacity. Operators and passengers must wear seatbelts, if available. No standing is allowed while the vehicle is in motion. All body parts will be kept within the service carts while moving. Operators must properly secure all items and loads.
- 3.11. Operators are responsible for the security of the keys during the time the Service Cart is assigned to them; keys may not be left in carts without the authorized operator present.
- 3.12. No smoking or alcoholic beverages are allowed in Service Carts.
- 3.13. Cell phone usage, entertainment headsets and earphones while driving is prohibited.
- 3.14. Service Carts may not be used for personal business.

- 3.15. Operators must park Service Carts on improved surfaces (gravel, concrete, asphalt, or pavers) and may not drive or park on any grassy areas, plants, or landscaping, unless operational needs dictate the temporary use of the Service Cart in those areas. It is not permitted to chain vehicles to signposts, railings, or trees. Carts may not block exits, stairs, doorways, building air intakes, sidewalks, paths, main pedestrian thoroughfares, fire lanes, fire hydrants, or handicap access ways. All AHEC parking regulations apply, and Service Carts are not allowed to be parked anywhere that parking permits are required (except temporarily when servicing the area). Refer to the [Campus Parking Map \(Attachment C\)](#) for information on where to park Service Carts.
- 3.16. To minimize conflicts, Service Cart operators must yield the right of way to pedestrians, bicyclists, and skateboarders on sidewalks and paths.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: _____

Approved by: _____

Chairperson of the Auraria Board