Cart Policy

Personnel driving cart type vehicles shall comply with all existing University and departmental vehicle policies; in addition:
- Where carts may be driven: Only within the boundaries of the main campus.  
  - Never on Dean Keeton, Red River, Martin Luther King, or Guadalupe Streets.
  - Never drive on other city streets.
  - Major thoroughfares such as those listed above may only be crossed where there are traffic signals.

- Employees driving University carts need to obey traffic lights. Carts must travel with other vehicles, not pedestrians, crossing streets with the traffic signal, not the pedestrian crossing signal.  
- For safety, please make eye contact with oncoming traffic before proceeding at an intersection.
- Please pay close attention to congested intersections, such as Speedway and Dean Keeton Streets.

- When driving on campus use the following priorities for selecting a route: First choice should be to drive on campus streets.  
  - Second choice would be to drive on other hardscape such as driveways.
  - Third choice would be to drive in pedestrian areas such as malls and sidewalks.  
  REMEMBER: Pedestrians always have the right-of-way.

- Last choice would be to drive in landscaped areas, unless performing landscape maintenance.

- When parking carts: Never block ingress or egress 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: Warning lights or other means of providing high visibility.
  - Slow moving sign on the rear.
  - Headlights and taillights if operated before dawn or after dusk.

- 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 may not smoke in the cart.
- If equipped with seatbelts, seatbelts will be worn while the cart is in motion.