A. **Policy**

Department of Public Safety electric E-Z GO Carts will be operated in accordance with all traffic laws of the State of South Carolina.

B. **Procedures**

The driver of any MUSC Department of Public Safety electric and gas E-Z GO CART will operate the cart in such a manner as not to place the driver, or anyone else in danger. Certified and non-certified officers that have been through Department Training course are authorized to use, and are responsible for the daily maintenance and condition of this vehicle (*CALEA 41.1.3.a and .c*). The following procedures must be complied with:

1. **Use** (*CALEA 41.1.3.a*)
   a. An E-Z Cart will be assigned to Hagood Lot, Harborview Towers, and to Headquarters. The carts will be operated by the Public Safety Officer or State Security Officer assigned this post. (*CALEA 41.1.3.a*)

   1) This cart will be used to facilitate traffic control, parking enforcement, and patrol functions.

   2) This cart will not be used for escorts/transportation of staff, patients, or visitors. (**Refer to b.9**)
3) The addition of these carts is meant to supplement and enhance the functions performed by the officer assigned this post. It is not intended to replace the foot patrol function, but augment it.

4) No officer shall operate any department E-Z GO Carts while under the influence of alcohol, drugs, or within eight (8) hours of consuming any alcoholic beverage. In addition, no officer will operate a Department E-Z GO Cart while taking prescription drugs - if the drug impairs the officer's ability to drive.

5) Department E-Z GO CARTS will not be used to conduct personal business.

6) Smoking, eating or drinking in Department E-Z GO CARTS is prohibited.

2. **Speed**

Drivers will comply with the posted speed limits.

3. **Traffic Signals/Stop Signs**

Drivers will comply with traffic control signals/signs.

4. **Vehicle Pursuits**

It is the policy of this Department that no officer will engage in any type of vehicle pursuit.

5. **Accidents Involving Department E-Z GO CART**

Refer to Policy & Procedure # 42 Accident Investigations

6. **Maintenance of Vehicles**

a. The Vehicle Officer is assigned additional duties of vehicle control. *(CALEA 41.1.3.c)*

b. All request for repairs will be forwarded to the Vehicle Officer who will coordinate them with University Transportation Services. They will decide who performs the maintenance.

c. When repair or service is required, the driver will complete Part One of the Vehicle Service/Repair Request (PSD-87) and forward it to the
Vehicle Officer, who will make necessary arrangements to get the cart repaired and complete Part Two of the form. All inquiries as to the status of cart being repaired should be directed to the Vehicle Officer.

d. At the beginning of each shift, the officer assigned to that post will make a check of the carts. Special attention will be placed on tires and batteries. The status will be forwarded to the Supervisor via a PSD11 to be included with the Supervisor's paperwork. Any CORRECTIVE ACTIONS WILL BE LISTED ON A PSD 87.

e. Any member of this department who operates a cart is required to conduct the same inspection as listed on the PSD 87 before operating the cart unless advised not to do so by the on duty supervisor.

f. No equipment will be kept in or on this vehicle with the exception of the blue lights mounted to the top. (CALEA 41.1.3.d)

7. The Vehicle Officer will establish and monitor a cart rotation system to insure maximum utilization and efficiency of all assigned carts. (CALEA 41.1.3.c)

8. Training (CALEA 41.1.3.b)

Prior to the operation of a Department E-Z GO Cart by any officer, the following training will be accomplished:

a. a defensive driver’s course which will contain as minimum the following:
   1) familiarization with the E-Z GO Cart and its associated equipment;
   2) obstacle course; and
   3) driver’s safety section.

b. a preventive maintenance indoctrination, to include:
   1) recharging procedures, and
   2) required operator’s preventive maintenance procedures.

9. Exceptions to transport of persons

Officer discretion may be used in the transport of persons who are clearly disabled, impaired, or injured so long as the transport is within the confines of that officer’s post assignment. Supervisors must closely monitor the exercise of this
discretion. When doubt exists, supervisors should be contacted.

Attachments:
Attachment #1 - PSD Form 87 - Vehicle Service/Repairs

POLICY AND PROCEDURE # 47
PART ONE

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PROBLEM:

PART TWO

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COMMENTS:

Attachment #1