



***Santos Manuel Student Union (SMSU) and Recreation and Wellness (RW)
Cart Guidelines***

1. SMSU/RW carts are for SMSU/RW business related purposes and are not intended to be used for personal use. Student drivers must have prior approval from their supervisor each time the cart is used.
2. All drivers must have completed the CSUSB defensive driving class and show campus issued permit at time of cart usage. The website for the Defensive Driving Course is: <https://www.csusb.edu/parking/parking-enforcement/defensive-driving-course>.
3. Drivers must be at least 18 years of age.
4. Drivers will check out the cart key from the SMSU Main Desk or RW key box and return the key by signing it back in. It is not acceptable for a driver to pass the cart key to another driver and not sign it in and out.
5. Each driver is responsible for conducting a thorough visual check of the cart before leaving. Any damage should immediately be reported to the SMSU Main Desk or respective supervisor.
6. Drivers should always drive at a safe speed and be aware of pedestrians and CSUSB and SMSU property. It is critically important that drivers understand which routes on campus are allowable and which are not.
7. If a driver is running late and will not return the cart in a timely fashion, they should contact the SMSU Main Desk or RW Operations Manager and advise them of their situation.
8. Please be considerate of your co-workers and return the cart after your errand has been completed. Do not keep the cart for the duration of your event.
9. When returning the cart, please remove all items and trash.
10. In the event that an accident occurs, we have insurance. Please come to the SMSU Main Desk or RW Operations Manager and we will assist you in filling out an incident report. Damage to the cart may result in loss of driving privileges or other penalties to be determined on a case by case basis. Appeals can be brought to the Executive Director for review. Drivers will be given an inspection checklist and required to submit a completed checklist prior to returning the cart. The SMSU Executive Director or Recreation Director can revoke driving privileges of any driver pending additional training.
11. If you will be using the cart for more than an hour, reservations are required and should be made at least 24 hours in advance with respective department. Persons checking out the cart will be notified of prior reservations.
12. SMSU/RW employees have first priority on the cart usage.
13. Only SMSU/RW full-time staff will be allowed to operate the SMSU Carryall 6 cart unless special permission is given by the Associate Director of Operations or designee.

SMSU BOD Approved 1.10.13

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