



ALL MOVING VEHICLES

I. INTRODUCTION

This procedure outlines requirements for the use of all moving vehicles. The intent is to establish minimum operator requirements, and safe operating procedures to ensure a safe environment for employees.

Procedure:

II. OPERATOR REQUIREMENTS

All TLSE employees are governed by this procedure. All operators of carts must obey and apply by the rules when operating a moving vehicle under TLSE clients:

- 1) Only carry the number of passengers for the punctual amount of seating that is available for the moving vehicle that is being operated.
- 2) Obey and apply all rules and regulations watched in the safety video.
- 3) Do not allow anyone to ride standing in the vehicle or on the back platform of the vehicle. Operators must not put vehicles in drive unless all passengers are seated.

III. VEHICLE REQUIREMENTS

All moving vehicles must have the following minimum safety features:

- 1) Parking brake

V. SAFE MOVING VEHICLE OPERATION

The following procedures must be met for the safe operation of all moving vehicles System: .

- 1) The maximum speed limit is 20 mph unless otherwise posted. Slow down if conditions in front of you require a slower speed.
 - 2) Pedestrians **always** have the right-of-way. All moving vehicles must yield to pedestrians. Speed is to be reduced to a minimum when driving along or crossing sidewalks to avoid accidents with pedestrians.
 - 3) Anyone traveling in a moving vehicle with factory-installed seat belts shall wear the seatbelts provided.
 - 4) Cart operators are prohibited from wearing headsets, earphones or using cell phones or other electronic devices while operating carts.
 - 5) Moving vehicle operators/passengers must keep all appendages inside the cart at all times when the cart is in motion.
 - 6) Moving vehicles must not be overloaded. This includes carrying more passengers than seating provided or overloading the cart's recommended carrying or load capacity.
 - 7) Moving vehicle operators must park carts in designated cart parking areas or away from pedestrian areas.
- Cart operators shall **not**: A. Block paths, sidewalks or exit doors
- 8) Moving vehicles operators must report any accidents to the SUPERVISOR ON DUTY OR ANY MANAGEMENT
 - 9) Cart operators should avoid using carts during inclement weather (significant rainfall, lightning, hail, etc.) and should seek shelter until the inclement weather has passed.
 - 10) Cart operators must exercise extreme caution and reduce speed when making turns, being mindful of a moving vehicle's ability to easily tip over.

VI. CONSEQUENCES

If rules and regulations are not followed this can result in termination as a TLSE employee.

