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Office of the President • One Washington Square • San Jose, California 95192-0002 • 408/924-1177

July 25, 1991

PD 91-05

TO: Vice Presidents, Associate Vice Presidents, Deans,  
and Directors (including Auxiliary Directors)

FROM: Gail Fullerton  
President

A handwritten signature in black ink that reads 'Gail Fullerton'.

SUBJECT: Presidential Directive 91-05: Safe Operation of  
Utility Carts and Fork Lifts

Attached is Presidential Directive 91-05, regarding the safe operation of utility carts and fork lifts on campus. Please read and distribute or post, making certain that those employees whom you supervise who drive utility carts or fork lifts are informed of these regulations. The University Police have enforcement power, but anyone seeing a vehicle being operated in an unsafe manner is encouraged to call the supervisor, whose telephone number is displayed on the vehicle.

These regulations were proposed by the Campus Safety Advisory Committee. There has been frequent discussion, and a good bit of grouching, about the operation of such vehicles on campus for years, and it is my hope that these regulations will make a difference.

Our records indicate that the following departments or divisions operate utility carts, fork lifts, or both:

- Admissions and Records
- Disabled Student Services
- Facilities Development and Operations
- Housing Services Human
- Performance Information
- Systems Instructional Resources
- Center
- Library
- Logistical Services
- Public Safety (lock shop, traffic and parking)
- Spartan Shops



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July 25, 1991

TO: Vice Presidents, Associate Vice Presidents, Deans,  
and Directors

FROM: Gail Fullerton, President

A handwritten signature in black ink that reads 'Gail Fullerton'.

SUBJECT: **Presidential Directive 91-05:**

**SAFE OPERATION OF UTILITY CARTS AND FORK LIFTS**

**PURPOSE:**

It is the purpose of this Presidential Directive to reduce the risk of injury to pedestrians by utility carts and fork lifts operated on San Jose State University (SJSU) property. It is not intended to discourage the use of utility carts and fork lifts. It is intended to establish reasonable regulations, consistent with university policies governing the use of other types of vehicles, and to facilitate the safe operation on campus of utility carts and fork lifts.

**REGULATIONS:**

To accomplish these objectives, the following regulations are established, effective this date:

- 1) Safe Operation. All utility carts and fork lifts shall be operated at all times in a manner that is safe and courteous to pedestrians. The driver shall use all safety devices as appropriate.
- 2) Maximum Speed Limit. The maximum speed limit is five (5) miles per hour for the operation of a utility cart or fork lift on SJSU property.
- 3) Right of Way. Pedestrians shall have the right of way at all times.
- 4) Clear Ingress and Egress. Utility carts, fork lifts and other service vehicles shall not block ingress and egress to buildings.

**DEFINITIONS:**

- 1) Utility Carts. Electrically powered carts and gasoline powered carts generally designed to accommodate one or two passengers and utility service equipment or materials.

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- 2) Fork Lifts Electrically powered or gasoline powered fork lifts generally designed to load and unload materials which have been placed on pallets.
- 3) Driver Any person who operates or is in actual physical control of a utility cart or fork lift.
- 4) Pedestrian Any person who is afoot or who is using a wheelchair or similar means of conveyance but not a bicycle.
- 5) University Property All property owned by SJSU: the main campus (including former public streets now owned by the University), the south campus, the art foundry on Fifth Street; all property leased by SJSU, including the aviation facility and the Monterey County Campus.

**DRIVER QUALIFICATIONS:**

- 1) Drivers must possess a valid California Driver's license.
- 2) Drivers must be certified as having completed the Defensive Driving Course offered by SJSU. Certificates must be renewed every four years and an endorsement of renewal affixed to the driver's Defensive Driving Certificate.
- 3) Drivers must complete any other courses or training required by law or applicable policy.

**SAFETY MODIFICATIONS:**

- 1) Rotating Beacon Lights. Utility carts and fork lifts shall be equipped with rotating or flashing beacon lights to increase awareness of their presence.
- 2) Warning Sound Devices. Utility carts and fork lifts shall be equipped with warning sound devices to increase pedestrian awareness of their presence.
- 3) Identification System. Utility carts and fork lifts shall be labeled clearly as follows:

Name of department owning or operating vehicle  
Vehicle number

A prominent sign that states: "If you see this vehicle operated in an unsafe manner, please call 924 - (telephone number of supervisor responsible for vehicle and driver).

4) Maintenance. Utility carts and fork lifts shall be maintained in a safe operating condition. Unsafe conditions shall be reported to facilities Development and Operations.