ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Powered Cart Guidelines

Powered Cart Information
Specifications

Name:	Gemma (Gem)
Make:	2022 Polaris
Model:	Gem eLXD
License Plate Number:	8VZJ955
VIN:	52CG2DEA4N5023738
Payload Capacity:	1,150 lb
Max Passengers:	2
Hitch Towing Rating:	Up to 1,100 lb
Ground Clearance:	8 in

Registration, Insurance, Keys, and Maintenance

A copy of the current registration and insurance shall be laminated and kept in the upper compartment of the ASI powered cart. A virtual copy shall be kept on the ASI network drive. The original paper registration and powered cart documents are kept in the ASI safe located in the ASI storage room.

The powered cart has three keys: one for the ignition, one for storage box, and the other for the glove compartment. ASI will keep sets of these keys stored in the ASI Lockbox located in ASI office in USU 3700. One pair will be for primary use and the other will be for emergency purposes.

Cleaning and programming supplies will and shall be kept in storage box on bed of cart. If you use the supplies and see they are low, please inform the ASI front desk staff to replenish. The storage box should contain rags, bungee cords, and other items for programs and cleaning.

The designated ASI staff member is responsible for reporting the hour meter reading each month upon receipt of the email request from the CSUSM Auto Shop. The CSUSM Auto Shop will notify asi@csusm.edu when quarterly maintenance is due. The designed ASI professional staff member is responsible for bringing the cart to the CSUSM Automotive Shop upon receipt of notification.

Driver Training and Tracking
The ASI powered cart can only be driven by ASI professional staff, and ASI student employees unless otherwise approved by the ASI Executive Director

To drive the ASI powered cart, all individuals must:

1. Have a current, United States driver's license.
2. Complete the CSUSM Defensive Driving Certification annually.
3. Complete the CSUSM Powered Cart Training annually.
4. Complete a behind-the-wheel training with ASI Risk Manager or member of CSUSM Safety, Heath, and Sustainability bi-annually.
5. (If applicable) Individuals who will be driving the cart at least once per week regularly must be added to the California Department of Motor Vehicles (DMV) Employer Pull Notice Program.

The cart should only be driven on CSUSM roads or public roads. If hosting activities in University Housing at the QUAD or North Commons, or at Mangrum Track and Field, please use public roads.

Process for Approval to Drive the ASI Powered Cart

1. Review the ASI Powered Cart Guidelines (this document)

2. Complete the CSUSM Defensive Driving Certification
3. Complete the
4. Complete the ASI Powered Cart Certification Application
5. Complete a behind-the-wheel training with ASI Risk Manager or member of CSUSM Safety, Heath, and Sustainability
    a. If you *have not* completed a behind-the-wheel training, the ASI Risk Manager will contact requestor and requestor's supervisor informing them of the next behind-the-wheel training date.
    b. If you *have* completed a behind-the-wheel training, the ASI Risk Manager will verify the information provided on the form and contact you with step 6.
6. Requestor and supervisor/advisor will receive an email from ASI Risk Manager informing driver of clearance to drive
7. Names of individuals identified as permitted to drive the ASI powered cart will be recorded by the designated ASI professional staff member after completion of the above requirements.
8. The designated ASI Risk Manager is responsible for tracking and documenting certifications and drivers on the Certification and Training Log document stored in the ASI Network Drive. Due to the sensitivity of the information provided, certifications of completion are to be stored in the Human Resources file in the ASI network drive. The approved driver list shall be reviewed and revised to be reflective of current ASI members twice a year.
9. Log kept in shared drive:

Level 1 Pro Staff Only > Logs > FY

*Defensive Driving Certificates are located ASI Network Drive:
Vehicles > Defensive Driving > Year*

Usage Guidelines

1. Must reserve cart on calendar before usage.
2. Cart can only be used for ASI business matters. Personal use is not permitted.
3. If the user is not following proper usage guidelines, reservation process, or safety procedures, they will forfeit their ability to use the ASI Powered Cart.

Reservation

ASI professional staff members can reserve the ASI powered cart via the ASI Powered Cart Outlook Calendar. If non-ASI Staff, ASI Risk Manager will reserve on their behalf and let ASI Front Desk know they have been approved to drive. Calendar entries should be made as follows:

Subject:	DriverFirstName DriverLastName – ASIentity (Ex: Crash Cougar – BOD)
Duration:	Be sure to include time to return the key to the ASI Front Desk
Body:	Date reservation is added to the calendar & Professional Staff initials

Key Check In / Check Out | Lockbox Maintenance

The keys for the powered cart are to be stored in ASI lockbox in the ASI storage room in USU 3700 and can be checked out at the ASI Front Desk once a reservation is made in the ASI Powered Cart Outlook Calendar. The key is to be returned to the front desk immediately after use. If usage is after ASI business hours, driver will secure and be responsible for keys until next business day.

Another key to the ASI powered cart is also to be kept in the ASI Office Key Box. This key is for emergency use and should not be used for regular use.

Parking

The ASI powered cart designated parking spot is in the USU Loading dock in space labeled for ASI Cart. The cart should be parked only in this spot when returning from use. During use, the cart should follow campus protocols for cart parking including that carts should be parked away from entrances to allow easy (unobstructed) access to buildings. The cart should be parked outside of the event spaces, fire lanes, and pedestrian walkways during the event engagements.

Use Instructions

Before powering up:

- Remove the cover from the ASI golf cart, roll/fold the cover and put into storage box on cart bed.
- Wipe off any dust or dirt in the cart. Cleaning items can be found in storage box in bed.
- Unplug the cart from the power source and hang up plug on power box.
- Close charging port cover on front of cart
- Check and adjust mirrors and seat as necessary.
- Take off the emergency brake.
- The cart is quiet. If there are lights on, it means it is on.
- The cart will not start unless your foot is on the brake.

While driving:

- Driver and passenger must properly use seatbelt at all times while the cart is in motion. Adjust all mirrors and seat prior to driving.
- Driver is not to use cell phone unless vehicle is stopped and in park.
- Personal items should be stored in storage box located in bed of cart.
- Driver must take powered cart key with them when not actively driving cart.
- Driver shall follow all campus speed limits
    - When on sidewalks, narrow routes, or areas of high pedestrian congestion, the speed shall be that of the slowest pedestrian.
    - Carts shall always yield to pedestrians
- If utilizing cart for a program or event, the cart should be parked outside of the event space, fire lanes, and pedestrian walkways during the engagement.

After driving:

- Properly Park the cart in designated parking space. Ensure cart is in forward and the emergency brake is engaged. NOTE: Cart should ONLY be charged in the designated parking space in USU Loading Dock using the hardwired charger.
- Remove and dispose of all trash.
- Return charging cord to front of powered cart and confirm cart is charging. The light will be on in the interior of the cart if it is properly charging.
- Return golf cart cover.
- Return key to ASI front desk.

If there is an issue while driving the ASI Powered Cart (flat or low tire, accident, etc.):

- Students: Immediately contact your supervisor. Supervisor contacted is responsible for contacting the CSUSM Automotive Shop and informing the ASI professional staff team.
- Professional Staff: Contact the CSUSM Automotive Shop and inform the ASI supervisor or ASI Risk Manager.

CSUSM Automotive Shop Contact Information

760-750-4600
facilityservices@csusm.edu