

SAFETY CHECKLIST



MISSISSIPPI STATE UNIVERSITY™
ENVIRONMENTAL HEALTH
AND SAFETY

FOR DRIVERS OF PASSENGER UTILITY VEHICLES & GOLF CARTS

Use this checklist to prepare for operating utility vehicles and golf carts, ensuring the safe transportation of passengers on campus

Before Driving

- ☐ Authorized by your department to operate the vehicle
- ☐ Completed hands-on departmental training and/or EH&S training at: ehs.msstate.edu/training
- ☐ Checked vehicle: brakes, tires, horn, mirrors, steering, and lights (if equipped)
- ☐ Do not operate the vehicle if mechanical issues are present

Passenger Safety

- ☐ **Do not exceed the manufacturer's passenger capacity (typically two (2) passengers per row)**
- ☐ Split large groups into multiple trips if needed
- ☐ Ensure weight is evenly distributed as best you can
- ☐ Seat belts used if provided
- ☐ All passengers must remain seated while moving
- ☐ Arms and legs kept inside the vehicle at all times (no dragging feet)
- ☐ No passengers in cargo areas or standing while in motion
- ☐ **For rear-facing seats:**
 - ☐ Instruct passengers to watch their head while entering and exiting
 - ☐ Passengers should be fully seated with their feet flat before moving
 - ☐ Accelerate slowly when rear-facing passengers are present
 - ☐ Children, the Disabled, or Seniors should be encouraged to sit in front-facing seats

While Operating the Vehicle

- ☐ Obey the rules of the road
- ☐ Drive at walking speed in pedestrian areas
- ☐ Always yield to pedestrians and stop at crosswalks
- ☐ Drive with extreme caution through crowds or during events
- ☐ Do not park on sidewalks with heavy foot traffic or block sidewalks at any time
- ☐ Use only designated campus roads and paths
- ☐ No use of phones, headphones, or other distractions while driving
- ☐ Do not drive carts on Highways i.e., Hwy 182, Hwy 12, Blackjack (cross at intersections only)
- ☐ Limit usage after dark, if used after dark, should have head and taillights.
- ☐ **Slow down before turns and on inclines**
due to:
 - These vehicles' high center of gravity increases rollover risk
 - Weight distribution or shifts can cause loss of steering control
 - Rear-facing passengers are more vulnerable to sudden motion

If an Incident Occurs

- ☐ Contact MSU Police at (662) 325-2121 or call 911 for accidents or injuries
- ☐ Provide first aid (training available through EH&S)
- ☐ Notify your supervisor immediately
- ☐ Supervisor reports incident/accident to OCRM at ocrm.msstate.edu/reporting

Questions?

Contact the Office of Compliance and Risk Management or EH&S at (662) 325-0026.

