The CSUMB electric Disability Cart is available for loan to CSUMB departments in order to transport people with mobility disabilities during special events, campus tours, and Commencement. Additional uses may be approved. Departments may be required to pay a pro-rated service and maintenance fee for routine Cart use, repair &/or replacement fees. Users must examine the cart using Facilities “Daily Operator Checklist” before taking it out of the yard. When returning the cart, inspect it again with someone from Facilities, preferably the mechanic, to verify that there are no damages. The department borrowing the Cart will be responsible for any damage sustained to the Cart while in its possession. Having a Facilities person inspect it when returning the cart can protect you from liability should there be any damages found later. You are welcome to ask Facilities to write “All OK” in the “Remarks” part of the form after the final inspection.

Preparation to use Disability Cart

1) **For the Disability Cart Loan and Agreement Form and Disability Cart Procedure**
   (student_disability_resources@csumb.edu) go to https://csumb.edu/sdr/forms-0. Once the agreement form is completed and reviewed, the SDR Office Coordinator will contact you once approved. The requesting department will call Facilities x3700 to reserve Disability Cart and also submit a Facilities work order.

2) A Disability Cart Loan and Agreement Form from SDR must be completed each time the cart is used. This form includes all those from your department who are authorized to drive the cart as well as authorization by your department to take “full responsibility for any and all equipment and manuals borrowed relating to this cart. This may mean replacing or paying for any equipment that was lost, stolen, or damaged during time of loan to my department.”

3) **Cart driver eligibility** - Drivers must have:
   a) Current CSU Defensive Driver card – verified by Facilities
   b) Valid driver’s license
   c) Completed approved test drive with Facilities
   d) **Ability to safely push or guide a manual wheelchair with passenger up & down the Cart ramp, to operate the ramp and chair tie-downs, and to communicate professionally with passengers who may have special needs**
   e) **Commitment to wear safe, closed-toe shoes (no flip flops, high heels, etc.); do not wear ear buds, headphones, etc. that may impede hearing traffic, etc.**
   f) A clear understanding to never report to work under the influence of alcohol, illegal drugs and/or any medications that may impair driving ability.

4) Plan to pick up the Cart at Facilities, Services and Operations, Bldg. 37 and to return it there for overnight storage and battery recharge. Check at x3700 for hours of operation before leaving. If you need to cancel your Cart reservation call Facilities as soon as possible: x3700.

Cart Operation

1) Make sure you know how to operate the Cart, flashing yellow light, ramp, gate, wheelchair tie downs and seatbelt extensions. Also, if particularly windy or rainy, you may need to use the weather cover.

2) **DO NOT SMOKE in or near the Cart at any time.** Many passengers have asthma, allergies, etc.

3) Communicate with passengers about their needs and use of Cart. Examples:
   a) “This ramp is steep so I would like to assist you. Is it okay with you that I put my hands on your chair handles (or wheelchair back frame) and push or guide your chair if needed?”
   b) “Do you prefer to ride in your chair or transfer to the seat?”
   c) “Do you know if your chair has specific places for tie-downs?”
   d) “When exiting, please back down the ramp very slowly. I will stand behind you to guide you.”
   e) “Will you use your walker to board with the ramp or do you prefer to step up by the gate?”

4) Tie down wheelchairs. Hook straps to wheelchair frame (not wheels or footrests) and tighten.

5) When passengers get on the cart, **remind them to use seatbelts and to keep all body parts and items inside of the vehicle at all times. It sounds silly, but accidents happen.**
CSUMB Disability Cart Procedure – For Use on Campus Only

6) Maximum Cart load is 1700 pounds. Maximum ramp load is 500 pounds. Do not exceed these weights. Typical power chairs weigh 200 - 250 pounds before the passenger weight. Cart clearance without passengers is only 4.3 inches!

7) Turn on the yellow flashing light. This increases Cart visibility. Always use turn signals.

8) Follow Department of Motor Vehicle codes as you would driving a car, with special care due to Cart length, low clearance, passengers with special needs, etc.

9) Drive slowly and only on roads with posted speed limit of <25 mph, e.g. Second to Eighth Ave. This Cart is not allowed on roads with faster speeds such as east of Eighth Ave., etc.

10) Slowly accelerate and decelerate to ensure smooth passenger ride. Many people with disabilities have difficulties with balance and/or nausea.

11) Make careful, WIDE TURNS due to Cart length.

12) Drive over water drainage dips and speedbumps at an angle to prevent scraping bottom.

13) Completely STOP before changing from Reverse to Drive or Drive to Reverse.

14) Observe and preserve battery power. Hills require more battery power. Before the battery reads 80%, park it and charge it for at least two hours. Full recharge requires 8 hours. When parking for 1 hour or more, flip “TOW” switch at back of cart to “TOW”. Before driving again, switch it back. Fully charged, you have 1.5 – 2 hours of continuous use before noticeable battery drain. Do not allow any unauthorized individuals on the cart. Drivers are not authorized to give rides to people who are not part of the purpose of the loan. Please don’t place CSUMB in any legal compromise. If you’re ever in doubt, call Facilities at x3700 or SDR x3672 for guidance.

15) Refer passengers to Student Disability Resources with any disability service questions: 582-3672 or https://csumb.edu/sdr. Refer passengers to CSUMB Mobility Access Guide available through SDR. For parking and transit: Parking Services (582-3573).

16) Park the cart in any of these spaces: Facilities/maintenance, blue disability, green temporary (ok to park beyond 20 minutes), and/or regular. Do not leave key or personal items unattended. Avoid accidents: Close gate and fold up ramp when not in use.

17) Do not leave your trash, or passenger trash, on the cart. Empty it into a trash bin. If there are any kind of mechanical problems with the cart, warning lights, etc. immediately inform Facilities, Services and Operations (FSO) at 831/582-3700.

18) Keys to the cart are kept in the Facilities front office, Bldg. 37. Return them before closing each night. If you can’t get back in Bldg. 37 yard for whatever reason, call Parking Services at 582-3573 (Mon.-Thurs. ‘til midnight; Fri. ‘til 5:00 pm). Park cart at east side of Bldg. 82E UPD in state vehicle parking space or blue zone. Keep keys. Leave message at FSO x3700 and for mechanic at x3868 with your phone #. Return keys early next business day.

19) Accident? Call 911! If you get into any kind of an accident, stay where you are, immediately call 911 AND 582-3700. Even if everyone is okay, stay put and call. Property damage is considered an accident as well. Leaving the scene of an accident is considered a “hit and run”, even if there were no injuries. Insist that students involved in an accident promptly be seen by the Campus Health Center, Bldg. 80. Complete appropriate State Standard Forms within 24 hours: 270 and 274.

20) Suspension of Disability Cart use privileges
Suspension may occur if there are violations of Cart procedure, unsafe or inappropriate use, failure to return the Cart in a timely manner, and/or damage to the Cart. The department borrowing the Cart will be responsible for repair expenses incurred by any damage sustained to the Cart while in its possession.