

# **AUTHORIZED OPERATOR TRAINING — VEHICLE MAKE / MODEL**

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**AGENCY NAME**

# Steps to Qualification

Step 1 – Review Owners' Manual & Agency Policies

*Are there any questions?*

Step 2 – Classroom training & quiz

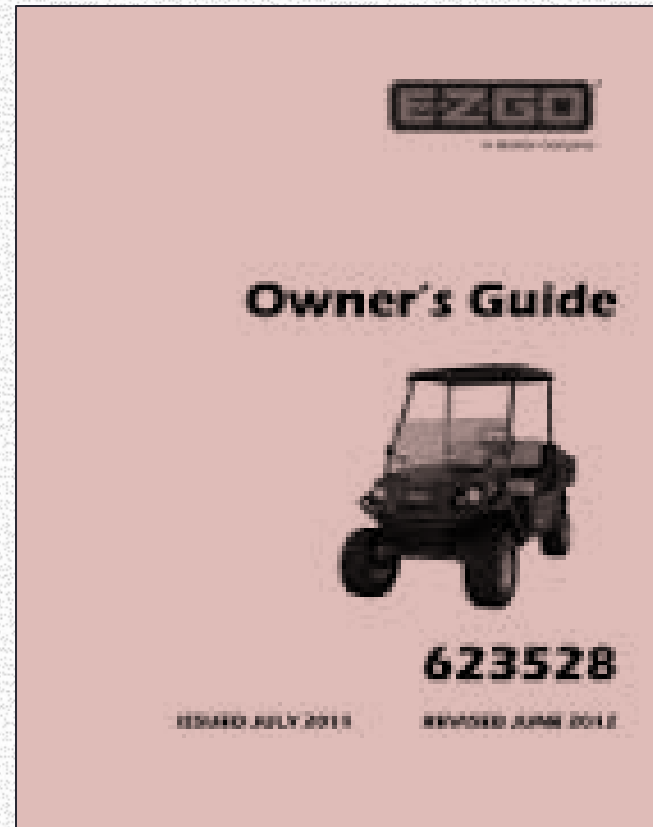
Step 3 – Practice under supervision

Step 4 – Demonstrate proficiency



# Do You Have Any Questions on the Owners' Manual or our Policies?

**At the conclusion of this class, you will be asked to sign the acknowledgement at the end of our safety program.**



## TRUE or FALSE ?

# Driving a Utility Vehicle is Basically the Same as Driving a Passenger Car

**FALSE**

### Differences:

- Wheel base is narrower and shorter – less stable
- Higher center of gravity
- Sharper turning radius
- Less braking capacity
- More dangerous at higher speed

**A driver's license does not qualify a person to operate a utility vehicle**



# Hazards of Operating a Battery-powered Utility Vehicle

- Vehicle
  - Over-turning
  - Over-loading
  - Rolling unattended
- Batteries
  - Electricity
  - Sulfuric acid
  - Hydrogen gas
- Ground / surfaces
  - Uneven
  - Wet grass / snow & ice / mud
  - Loose gravel / sand
- Operators
  - Inexperienced
  - Untrained / under-trained
  - Over-confident

# Hazards of Operating a Gas or Propane Utility Vehicle

- Vehicle
  - Over-turning
  - Over-loading
  - Rolling unattended
- Gas
  - Carbon Monoxide
  - Fire - Refueling
- Propane
  - Fueling hazards
  - Freezing (cryogenic)
- Ground / surfaces
  - Uneven
  - Wet grass / snow & ice / mud
  - Loose gravel / sand
- Operators
  - Inexperienced
  - Untrained / under-trained
  - Over-confident

# Warning Labels



**CAUTION**



**DANGER**

**NOTICE**



**WARNING**

**Place the  
warnings on the  
right in  
descending order  
from the highest  
hazard to the  
lowest hazard**

# Match the Heading to the Hazard Severity



**DANGER**

Indicates a condition that may result in damage to vehicle



**WARNING**

Indicates a situation that if not avoided will result in death or serious injury



**CAUTION**

Indicates a condition that should be observed

**NOTICE**

Indicates a situation or condition that if not avoided may result in injury



# Match the Heading to the Hazard Severity

## Correct Answers:



**DANGER**

Indicates a situation that if not avoided will result in death or serious injury



**WARNING**

Indicates a situation or condition that if not avoided may result in injury



**CAUTION**

Indicates a condition that may result in damage to vehicle

**NOTICE**

Indicates a condition that should be observed

# Critical ! ! !

Never modify the vehicle in any way that will

- alter the weight distribution of the vehicle,
- decrease its stability or
- increase the speed beyond the factory specifications.

Such modifications can cause personal injury or death.

Persons who make unauthorized modifications will face disciplinary action.



# Pre-use Procedures

## Every use

- As approaching vehicle, check for:
  - Good overall condition – tires, body of vehicle, windshield
  - Obstructions to rear, front, and sides
  - Objects that can move into danger zones of the vehicle
  - Load – total weight, weight distribution, & weight is secure
    - Maximum weight limit is: \_\_\_\_\_ pounds
- When entering cab of vehicle, check for:
  - Ignition key
  - Steering wheel
  - Direction selector



# Periodic Inspection / Maintenance

## Weekly

- Examine tires for cuts, wear, and proper air pressure
- Check rims for damage and loose lug nuts

More extensive maintenance should only be performed by trained full-time employees

## Periodic cleaning

- Wash with garden hose
- Use non-abrasive cleaners and waxes
- Use mild soap and water on seats
- Corrosive materials (fertilizers, soil conditioners, etc.) can damage vehicle body and undercarriage





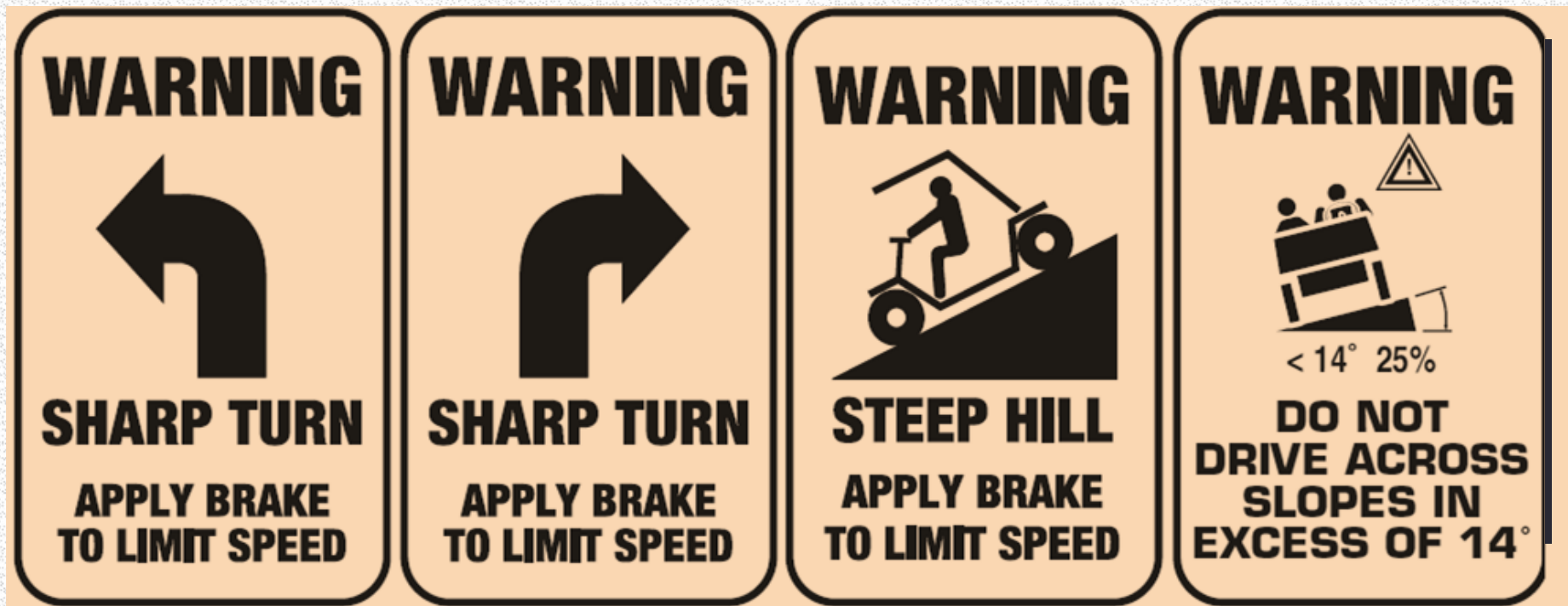
**Proper Operation of Utility Vehicle**

# Short History of Utility Carts in N.J.

- Since 2005, New Jersey experienced two fatalities of public employees when using Utility Vehicles. Both involved:
  - Turning at higher speeds
  - Passenger / driver was ejected from seat as vehicle overturned
  - The roof crushed their heads

- 1. Only ride in seats – never the bed of the vehicle**
- 2. Watch your speed, especially before turning**
- 3. Hold on and brace yourself in seat in event of rollover**

# Note the Following Warning Labels



**Avoid turning on sloped surfaces**  
**Where are slopes that are about 14°?**



# Normal Operating Guidelines

- Consider the terrain, traffic & pedestrian conditions, and environmental factors
  - Reduce speed when driving on loose dirt, wet grass, gravel, etc.
  - Reduce speed when near people (especially large crowds and children) and moving vehicles
  - Reduce speed when approaching intersections & parking lot alleys
- Also reduce speed when
  - Going downhill – use brakes to maintain a safe speed
  - Entering turns

**Excessive speed is the most common cause of injuries**

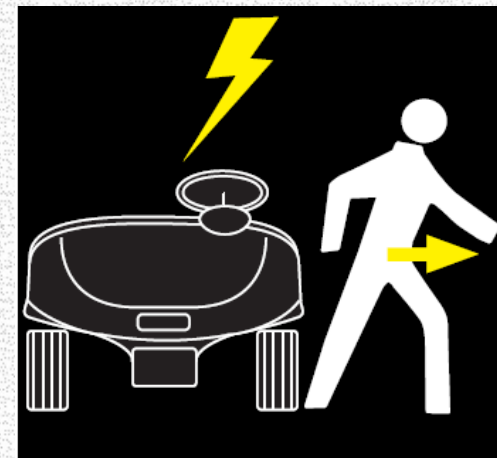
**Maintain a safe speed for conditions**

**Speeders will face disciplinary actions**



# Driver and Occupant Safety

- Drivers and occupants must be seated **before starting vehicle**
- Wear seatbelt, if provided
- Drive only from driver's seat
- Keep entire body inside vehicle
- Hold on while vehicle is in motion
- Do not operate when lightning is near
- Keep a safe following distance between multiple vehicles



# Proper Operation of Controls

- Apply service brake. Turn key to ON.
- Move Direction Selector to desired position (FORWARD / REVERSE)
  - **Always** come to complete stop before shifting the direction selector
  - Do not take vehicle out of gear while in motion or coasting
- Release parking brake
- Depress accelerator to start motor
- Test brakes in safe area each day

# Proper Operation of Controls

## When Starting on a Hill

**! WARNING** – to reduce rollback, do not release service brake until motor has started

**Best Practice:**  
Try not to park  
vehicles on hills





# Sun Top and Windshield

## Sun top

- Not roll-over protection
- May not protect from falling objects

## Windshield

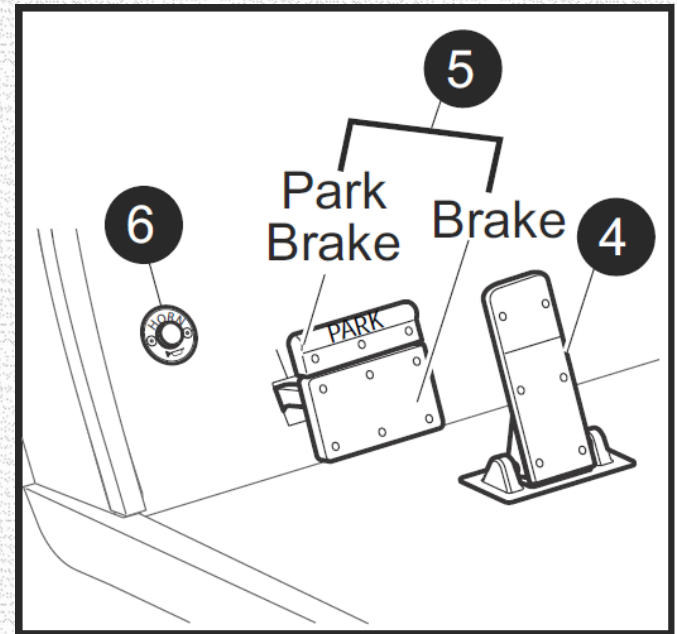
- May not protect from flying objects or tree limbs





# Floor Pedals & Horn Button

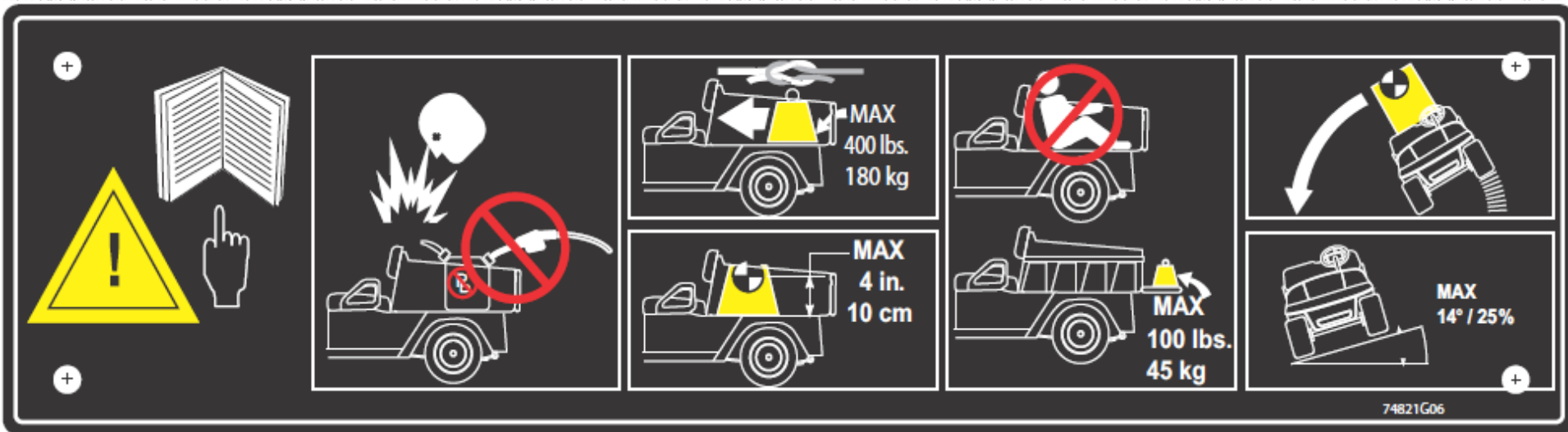
- Accelerator Pedal ④
  - Depressing pedal starts the motor
  - May also release Parking Brake – **not the preferred method**
- Service Brake ⑤
  - Lower section of brake pedal
  - Use to release Parking Brake
- Parking Brake ⑤
  - Upper section of brake pedal
  - Use whenever out of vehicle
- Horn Button ⑥



# Vehicle Bed Warning Label



## WARNING



Can you decipher the warnings provided ?

# Operating the Vehicle Dump Bed (if equipped)



## WARNING

- Do not allow anyone to ride in bed
- Do not drive with bed raised
- Do not fill a gas can in bed of vehicle
- Use caution while raising the bed. Severe injury can result if the bed drops on fingers or other body parts.

To raise the lift bed, pull back on the latch release behind the seats. Raise the bed using the handle on the sides of the bed.



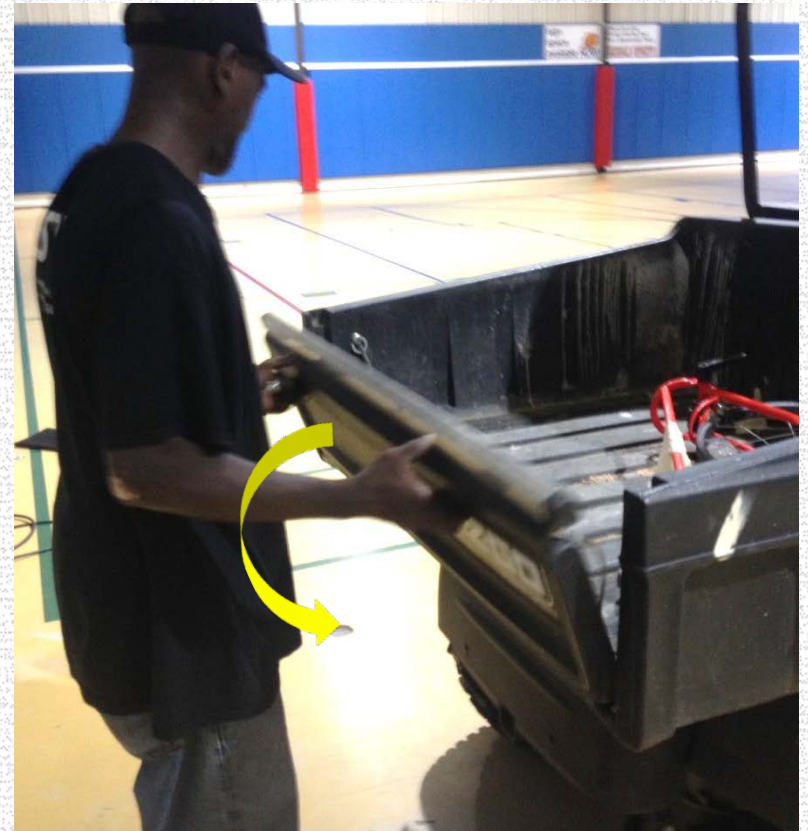


# Using the Lift Gate

Lift the gate up . . .



then out and down





# Stopping and Parking the Vehicle

- Do not block access routes
- Come to a complete stop
- Engage parking brake
- Turn key to the **OFF** position
- If leaving the immediate vicinity of the cart,
  1. Turn selector to neutral
  2. Take the key with you



**Never exit the vehicle while still moving**

# Batteries

Usually located under driver's seat

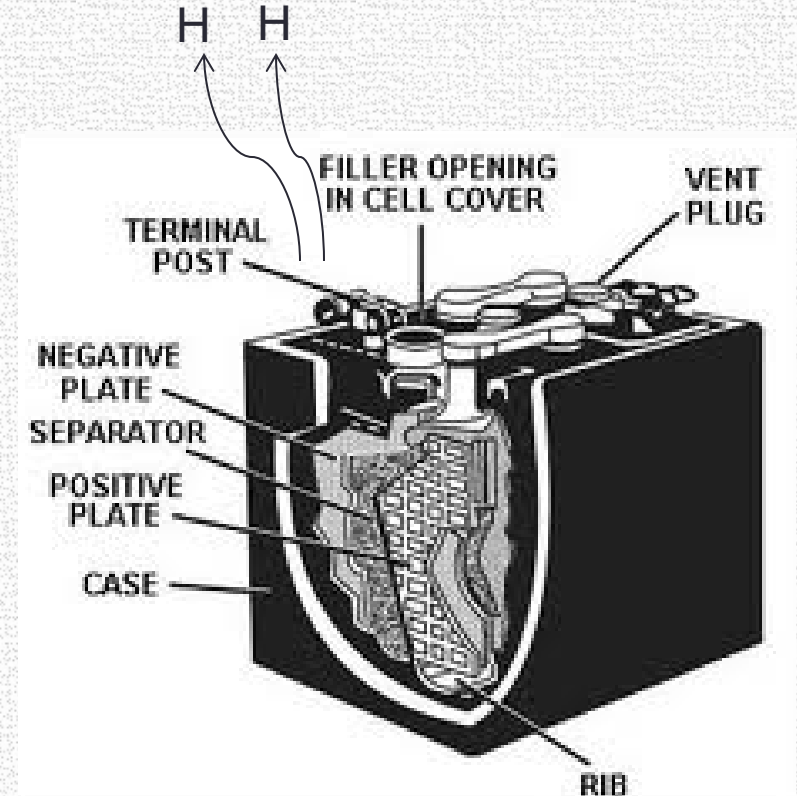
- Keep flames, sparks, arcs from fueling areas
- Smoking is not allowed in charging areas
- Keep tools and metallic objects from top of batteries
- Keep area well ventilated

**Only Authorized Persons may check or service batteries**



# Batteries – Only Authorized Persons May Check or Service Batteries

- Plug in cart after each day's use
  - Do not leave charging for more than overnight
- DO NOT smoke in vicinity of charging batteries
  - Off-gas hydrogen





# Battery Charging Safety

## NOTICE

Looping the charging cord through the steering wheel when charging can remind users to disconnect the cord (and properly store) before driving away



## WARNING

To reduce the hazard of electrical shock, check the cord / plug is not damaged and is used with a grounded outlet - **every time**



# QUESTIONS ?

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# QUESTIONS ?

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Sign acknowledgement attached with the safety program and complete the short quiz (Appendix C).

# What's next ?

## Step 3

Practice the skills listed on Appendix D of safety programs.

- Under the supervision of a full-time employee
- Minimum of 4 hours
- Over minimum of 2 days

## Step 4

Demonstrate proficiencies of operating UV

- Full-time employee will evaluate
- Multiple opportunities, if needed

# Thank You