



ASI Powered Cart Guidelines

Powered Cart Information

The ASI powered cart is stored in the designated parking spot located on the East side of the first floor of Parking Structure 1. The ASI powered cart is street legal meaning it is equipped with safety features for on-road driving (headlights, taillights, reflectors, turn signals, speedometer, mirror, horn, fenders, windshield, and seat belts) and must be operated by a state licensed driver.

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.

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 PS1 on wall in front of ASI's assigned powered cart parking spot and the other set in the ASI Office key box 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. 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, ASI elected officials, and ASI student employees.

To drive the ASI powered cart, 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, Health, 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](#).

Process for Approval to Drive the Powered Cart

1. Review the ASI Powered Cart Guidelines (this document)
2. Complete the [CSUSM Defensive Driving Certification](#)
3. Complete the [CSUSM Powered Cart Training](#)
4. Complete the [ASI Powered Cart Certification Application](#)
5. Complete a behind-the-wheel training with ASI Risk Manager or member of CSUSM Safety, Health, 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 as well as powered cart key code information.
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 professional staff member 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 store 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. ASI Risk Manager will assign a lockbox code to each approved driver and add the code to the Certification and Training Log.

Tracking Log location

*Certification and Training Log is located in the ASI Network 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 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. 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 lockbox
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 a lockbox located in Parking Structure 1 and can be checked out once a reservation is made in the ASI Powered Cart Outlook Calendar. The key is to be returned to the lockbox immediately after use.

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

Lockbox batteries shall be changed once a year with new AA batteries to avoid loss of power to lockbox.

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 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.
- 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 PS1 using the hardwired charger.
- Remove and dispose of all trash.
- Return power cord to front of golf 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 lockbox.

If there is an issue while driving the 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.

CSUSM Automotive Shop Contact Information

760-750-4600

facilityservices@csusm.edu