

Tunnel Cart Operator Approval Form

TO BE COMPLETED BY THE OPERATOR		
Name:	Banner ID:	
Position:	Department:	
Phone:	Email:	
<p>I have read and understood the Tunnel Carts Policy and have completed orientation/training with my supervisor/manager, in addition to online operator training. I agree to operate the tunnel cart assigned to me in accordance with the rules of operation and I understand that failure to do so may result in the loss of driving privileges and/or disciplinary action. I am aware that I am required to disclose any factors which would affect my ability to safely drive a tunnel cart. I am aware that surveillance cameras are installed in the tunnels for the purposes of safety and security.</p>		
Operator Signature:	Date:	
TO BE COMPLETED BY THE SUPERVISOR/MANAGER		
COMPLETED (YES/NO/NA)	GENERAL AWARENESS AND KNOWLEDGE	COMMENTS
	General understanding and awareness of the Tunnel Cart Policy, including any additional departmental requirements	
	Understanding of requirement for pre-use inspection prior to using tunnel cart	
	Understanding and awareness of prohibitions concerning cellular devices and radios	
	Understanding of key requirements (key rings, removal of keys when parked)	
	Understanding and awareness of Right Of Way	
	Understanding and awareness of stopping obligations	
	Understanding and awareness of passing and warning requirements	
	Understanding and awareness of cautions for backing up	
	Understanding and awareness of cautions for parking, including requirement to maintain safe egress	
	Understanding and awareness of prohibitions concerning passengers	
	Understanding and awareness of special precautions involved in towing	
	Understanding and awareness of special precautions for carrying heavy loads	
	Understanding and awareness of special precautions for carrying hazardous materials	
	Confirmation that any incidents involving use of tunnel cart is to be reported immediately to the supervisor/manager	
COMPLETED (YES/NO/NA)	DEMONSTRATED ABILITIES	COMMENTS
	Completion of pre-use inspection checklist for specific cart model	
	Start-up of tunnel cart, including verification that horn and flashing light are functioning as intended	
	Forward and reverse motion, with required cautionary procedures	

	Turning of tunnel cart with demonstrated cautionary procedures	
	Parking of tunnel cart with demonstrated cautionary procedures	
	If required to tow - Hitch and unhitch of trailer, and demonstration of safe loading and towing capabilities	
	Completion of Tunnel Cart Safety training in Brightspace	

TO BE COMPLETED BY THE SUPERVISOR/MANAGER	
Name:	Banner ID:
Position:	Department:
Phone:	Email:
I have reviewed the Tunnel Cart Policy with the individual listed above, and have confirmed his/her ability to operate a Carleton University Tunnel Cart through use of the checklist above.	
Supervisor/Manager Signature:	Date: