



AIRPORT POLICE DEPARTMENT



Minneapolis-St. Paul International Airport
4300 Glumack Drive, Lt-3255 - St. Paul, MN 55111-3010
Phone (612)726-5115 – Fax (612) 725-6185

Certificate of Training for Electric Cart Operator's Permit

All persons requesting a Cart Operator's Permit must complete a training program conducted by the Company for which the individual will be driving the cart. An outline of the training program should be available for the Airport Director. The categories below should be included in any Cart Driver Training program, but they do not exhaust the categories which should be covered.

The cart class which is conducted by the Airport Police Department is not meant to replace the course of instruction which the hiring company is mandated to provide per Ordinance #113.

After all of the areas of training have been completed and this form has been initialed by the Company trainer and the applicant; the manager or his/her designee, should then sign on the appropriate line below.

1. The Trainee has been given instruction in the use of the cart and its primary components; brakes, steering, battery charging, key switch, etc. _____/_____
2. The Trainee has demonstrated to the trainer proficiency in the areas of; driving, parking, turning the cart around and quick stopping. The Trainee has displayed a high-degree of awareness while driving, and understands that the pedestrians have the right of way at all times. _____/_____
3. The Trainee has shown a sufficient knowledge of the Terminal layout, including the ability to communicate clearly in English. The Trainee has been impressed with the importance of finding out exactly from which gate the passengers are departing. _____/_____
4. Proper loading procedures have been demonstrated to the Trainee, taking care that no luggage or body parts extend beyond the edges of the cart. That capacity of the large carts is six persons, including the driver, this has been impressed on the Trainee. _____/_____
5. The Trainee has shown understanding that there are times when the congestion in the Terminal building demands that the cart speed be reduced, and that not reducing speed is prima facia evidence that the driver is not driving in a reasonable and prudent manner, and is therefore liable to be given a citation. _____/_____
6. The Trainee understands: where the carts are allowed to be charged, where they can be parked, and the importance of turning the cart off and removing the key when leaving the cart. Also the Trainee understands the importance of not blocking traffic when the cart is not being driven. _____/_____
7. The Trainee understands that the primary reason for having electric carts is for the convenience of the disabled and elderly. The Ordinance does not preclude transporting passengers other than the disabled to their gates, it states that the disabled and elderly have first priority. _____/_____
8. The Trainee understands that no person shall operate a cart at a speed greater than is reasonable and prudent under the existing conditions, which include actual or potential hazards surrounding pedestrian traffic and the design of the terminal. In every event speed shall be so restricted as to avoid colliding with any person or property. _____/_____

9. The Trainee understands that all cart operators shall report all accidents immediately to the Airport Police Department. Operators shall not leave the immediate area of any cart accident where a person is injured until receiving permission from an Airport Police Officer or the Airport Director.

_____/____

Applicant: (the person who will be receiving the permit)

Name (first, middle, last) _____

Company Name _____

Company Manager _____

Company Phone No. _____

Supervisor, or designee, who is attesting that the applicant has completed and understands the above information:

Printed name _____ Date _____

Signature _____

This completed form must accompany all permit applications