

POLICY NUMBER	<u>2000-2</u>
COVERAGE	<u>ALL DEPARTMENTS</u>
TYPE	<u>INTERNAL POLICY</u>
EFFECTIVE DATE	<u>IMMEDIATELY</u>

**TOWN OF WOODSTOCK**

**POLICY ON BORROWING EQUIPMENT**

**POLICY:**

IT IS RECOGNIZED THAT STAFF SHOULD BE AFFORDED REASONABLE ACCESS TO THE USE OF TOOLS AND OTHER TYPES OF NON-MOTORIZED EQUIPMENT OWNED BY THE TOWN OF WOODSTOCK. THE USE OF SUCH EQUIPMENT IS A PRIVILEGE AND NOT A RIGHT. THE FOLLOWING POLICY GOVERNS THE FOLLOWING:

1. TYPES OF EQUIPMENT ELIGIBLE TO LOAN
2. SPECIFIC EXCLUSIONS
3. APPROVAL PROCESS
4. DAMAGES/REPAIRS

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#### TYPES OF EQUIPMENT ELIGIBLE FOR LOAN

THE FOLLOWING EQUIPMENT LIST IS A GUIDELINE FOR THE TYPES OF EQUIPMENT, TOOLS, ETC. THAT IS ELIGIBLE FOR LOAN. IT WILL ALSO SERVE AS A GUIDELINE FOR OTHER ASSETS THAT DO NOT APPEAR ON THIS LISTING OR ON THE LISTING OF EXCLUSIONS:

- HAND TOOLS INCLUDING ELECTRICALLY OPERATED TOOLS.
- PORTABLE POWER EQUIPMENT (GENERATORS & PUMPS)
- OTHER TOOLS SUCH AS JACKS, STANDS ETC.
- SPECIALIZED EQUIPMENT (SEWER RODS ETC.)
- GARDENING EQUIPMENT

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#### EXCLUSIONS

- ALL MOTORIZED ROAD EQUIPMENT (LIGHT TRUCKS, BACK HOES, SANDERS, HEAVY TRUCKS, TRACTORS, RIDING MOWERS ETC.).
- EQUIPMENT THAT CANNOT BE READILY REMOVED FROM FACILITIES.
- EQUIPMENT THAT WOULD BE USED FOR MAJOR CONSTRUCTION/RENOVATION PROJECTS OR OTHER LONG-TERM USES (EG. USE OF POWER SAW TO CUT WINTERS FUEL).

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#### APPROVAL PROCESS

ANY STAFF MEMBER MAY REQUEST USE OF EQUIPMENT FOR PERSONAL USE ONLY, BY APPLYING TO THE DEPARTMENT HEAD OR C.A.O. ALL APPLICATIONS TO BE SUBMITTED ON FORM PRESCRIBED. SUCH FORM WILL ALSO BE USED TO ACKNOWLEDGE THE SAFE RETURN OF THE EQUIPMENT.

DAMAGES/REPAIRS

ANY DAMAGES AND/OR DIRECT OPERATING COSTS ASSOCIATED WITH FUELS/OIL/DISPOSABLE ITEMS WILL BE PAID BY THE BORROWER. REPAIRS DUE TO NORMAL WEAR AND TEAR EXCEPTED.

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OTHER

THE LOAN OF EQUIPMENT TO THE GENERAL PUBLIC WILL BE AT THE DISCRETION OF THE DEPARTMENT HEAD OR C.A.O., IN ACCORDANCE WITH THE ABOVE GUIDELINES.