

## PATHWAYS ABILITIES SOCIETY

### **POLICY: BORROWING EQUIPMENT, MATERIALS OR VEHICLES**

**Applies to:** All Staff, Volunteers and People Receiving Service

Original Approval Date: April 28, 2003

Date Board Approved: May 27, 2024

Replaces Policy Dated: November 23, 2020

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Board Member's Signature

### **POLICY**

The use of society equipment, materials and vehicles is limited to society agencies and staff for business purposes. With prior approval of the executive director or management staff, staff, volunteers, and people receiving service may be granted personal use of society equipment, material and vehicles. The executive director or management is under no obligation to permit personal use nor give an explanation of why personal use will not be permitted.

Permission for personal use may be given provided:

- The employee or volunteer has been employed or volunteered or attended services with the society for a one-year period.
- There is no interference with the day-to-day operations of the society.
- The person does not borrow equipment, materials or vehicles excessively and has a reasonable explanation for why the item is required.
- The person borrowing clearly understands and agrees that any damage to equipment, materials or vehicles will be fixed or replaced by Pathways Abilities Society, at the expense of the borrower. The person borrowing has no recourse for damage identified.

### Computers and Electronic Devices

Computers and Electronic devices may be used at locations other than a person's primary worksite and need to be signed out. Electronic devices are assigned and do not need to be signed out. Computers can be signed out without the immediate supervisor's approval for 3 working days for work purposes. Computers signed out in excess of 3 days require the person's immediate supervisor's approval.

Vehicles will be loaned to employees, volunteers or people receiving services under the following conditions:

- The vehicle can be and is inspected prior to release and upon return by a supervisor or manager and borrower. The supervisor or manager must be able to sign the form immediately upon returning confirming the item has been returned in the same condition as borrowed.
- The person borrowing the vehicle is the person driving and has a valid driver's license.
- The vehicle will only be borrowed for a 24-hour period. Exceptions may be granted by

the executive director or management staff in extenuating circumstances.

- The vehicle must be cleaned inside (vacuumed) and out (washed) prior to returning, regardless of the cleanliness of the vehicle when borrowed. Failure to comply will negate the borrower's future privileges to borrow additional equipment.
- The person will be charged the mileage per kilometer rate outlined in the most recent collective agreement.
- If the vehicle being borrowed is the cube van, the person requests and receives approval to take time off during normal service hours to unload and reload the van.

Equipment will be loaned to employees, volunteers, or people receiving services under the following conditions:

- The equipment can be and is inspected prior to release and upon return by a supervisor or manager and borrower. A supervisor or manager must be able to sign the form immediately upon returning confirming the item has been returned in the shape as borrowed.
- The equipment will only be borrowed for a 24-hour period. Exceptions may be granted by the executive director or management staff in extenuating circumstances.
- Costs associated with operation are established prior to use.
- Any supplies required will be purchased from the society at replacement cost.

The society is not liable or responsible for injuries incurred with borrowed equipment, material or vehicles.