

PATHWAYS ABILITIES SOCIETY

PROCEDURE: BORROWING EQUIPMENT, MATERIALS OR VEHICLES

Applies to: All Personnel and Volunteers

Original Approval Date: April 28, 2023

Date Approved: May 27, 2024

Replaces Procedure Dated: November 23, 2020

Computers and Electronic Devices

Refer to the Information Technology Standards and Guidelines procedure.

Vehicles

1. Consult the Vehicle Usage form.
2. If the vehicle you want to borrow is available, contact the executive director or management personnel and seek approval.
3. If approval is obtained, contact the supervisor, and the supervisor and borrower complete the "Borrowing Vehicle Terms" form.
4. Select the vehicle you require from the list.
5. Write your name in the "Used By" section and fill in the time you signed it out and the approximate time you will return it.
6. Pick up the keys for the vehicle at departure time.
7. Arrange with the supervisor or manager to review the vehicle's condition.
8. inspect the vehicle and document the starting kilometres and destination before departing.
9. Upon returning:
 - Document the kilometres used on the vehicle inspection form.
 - Arrange to have the vehicle inspected by the supervisor or manager.
 - Complete the mileage on the "Borrowing Vehicle Terms" form.
 - Submit the completed form and payment to the finance manager.
10. The finance manager files the form in the relevant file.

Equipment and Material

1. Contact the executive director or management personnel and seek approval to borrow.
2. If approval is obtained, contact the supervisor, and the supervisor and borrower complete the "Borrowing Equipment/ Material Terms" form.

3. Before taking the equipment or material, arrange with the supervisor or manager to inspect it.

4. Upon returning:

- Arrange to have the equipment or material inspected by the supervisor or manager.
- Complete the "Borrowing Equipment/ Material Terms" form confirming the equipment or material has been returned in the same condition.
- Submit the completed form to the finance manager.

5. The finance manager files the form in the relevant file.