

PROCEDURE WSD315

WINOOSKI SCHOOL DISTRICT

LOAN OF EQUIPMENT

1. Equipment may be borrowed by community organizations, Winooski residents or employee personal use with permission from the Superintendent or designee.
2. Under no circumstance may equipment be borrowed for commercial and/or business use.
3. Power tools and equipment are not available for loan, except to the City Manager, departments or organizations that can ensure that the operators of said equipment are properly trained and experienced. All equipment under loan shall be subject to a signed release of liability.
4. Tools or equipment used to apply toxic chemicals will not be loaned under any conditions.
5. The pick-up truck will be loaned only for light duty and on the condition that the borrower reimburses the District for fuel used and carry auto insurance coverage as primary.
6. Any party wishing to borrow a tool or piece of equipment shall apply to do so on the attached "Hand Receipt for School Property Borrowed".
7. The borrower shall be responsible for any and all damage to the tool or equipment during the time he/she is responsible for it or provide a replacement set of equipment if it is not in repairable condition.
8. Any employee of the District who borrowed equipment or tools in a manner other than described above or who loans District property in an unauthorized manner will be subject to reprimand, discipline, or termination.

Reviewed and Updated: September 30, 2015

