

Policy and Procedures Manual



Policy #:	3-01
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Equipment Use- Off Campus
Effective Date:	November 28, 2017
Revision Date:	

EQUIPMENT USE- OFF CAMPUS

POLICY

The College recognizes that employees and students may need to take College equipment off-campus for authorized College business. Student policies are listed in the *Valemount College Student Orientation and Procedure Manual*.

To ensure that the College meets insurance and risk limitation requirements, the College does not lend equipment for personal use.

This policy allows the College to promote effective use of resources while providing assistance in the safeguarding of College assets.

PURPOSE

This policy provides for the off-campus use of equipment for authorized College business. It ensures that the College meets the requirements for insurance coverage of the equipment while it is off-campus. It describes situations where a student may be required to insure College equipment that is considered to be in their care.

GUIDELINES

General

1. The employee's supervisor or designate will decide if an employee may remove equipment from the College premises. The supervisor or designate must authorize any such use in consultation with the Program/Operations Manager or the College Director.
2. The Program/Operations Manager or the College Director will decide if a student may take equipment into their care and will ensure that the students sign a Student Equipment Use Agreement (example attached) to acknowledge that they are responsible for the replacement of any equipment that they sign out.
3. Where applicable, the Campus, Centre or Department will provide printed

instructions which address:

- Proper handling while transporting equipment;
- How to start and stop the equipment; and
- Who to contact in case of difficulty.

Employee

The employee will complete an Off-Campus Equipment Agreement (example attached), which will include:

- The length of time they need the equipment;
- The program or intended College use or reason for taking the equipment off-campus;
- Date taken and date returned;
- A description of the equipment (serial number, make, model);
- The expected off-campus location of the equipment;
- The responsible person's signature;
- The responsible administrator or designate signature;
- The receiver's signature on return and inspection of the equipment; and
- And the condition of the equipment on its return.

1. One copy of the signed agreement will be kept by the employee and one copy will remain with the Campus, Centre or Department.
2. On return of the equipment, the receiver will inspect the equipment and sign the form.
3. If there is a loss or damage, an incident report should be sent to the Valemount College.

Student

1. If equipment is in the care of a student, the insurance responsibility is passed on to the student. This is done by having the student sign out the equipment, using the Student Equipment Use Agreement form, which acknowledges that they are responsible for the replacement or repair of the equipment.
2. The recommendation from the Risk Management Branch of the Government of British Columbia is to advise students that they should have a rider on their homeowner's insurance to cover the equipment.
3. Please note that once the student takes possession of the equipment, if there is a loss or damage it is the student who's responsible for replacement, even if the theft/damage happened while on College property.

OTHER RESOURCES

Valemount College Student Orientation and Procedure Manual

VALEMOUNT COLLEGE STUDENT EQUIPMENT USE AGREEMENT

I agree that I am the person responsible for the following equipment, which I am taking into my care for use on authorized College business as follows: _____

_____.

This is with the understanding that I am responsible for the full replacement cost or repair costs resulting from damage, loss or theft. I cannot assign or transfer this agreement to another party. I further indemnify and hold Valemount College and any of its officers, employees, agents or contractors from any and all loss, liability, claims or expenses arising out of the use of this equipment.

The equipment will be located at: _____.

The term of the use will be from: _____ to _____

I've read and agree with the terms and conditions of this agreement.

Student (print name) Telephone No.

Signature of Student Date equipment taken:

VC Authorized by (print name)

VC Authorized by (Signature)

To be completed on return of equipment:

Date equipment returned: _____

I have examined the equipment and it appears to have been returned in good condition.

VC Authorized by (print name)

VC Authorized by (Signature)

Signature of Student

**VALEMOUNT COLLEGE
OFF-CAMPUS EQUIPMENT AGREEMENT**

I agree that I am the person responsible for the following equipment, which I am taking off campus for use on authorized College business as follows: _____

_____.

This is with the understanding that the College insurance policy covers this equipment during authorized College use only.

The equipment will be located at: _____.

The term of the off-campus use will be from: _____ to _____

I've read and agree with the terms "The responsible person shall take all measures to safeguard the equipment during the time it is off-campus. In the event of damage or loss of the equipment, the Purchasing Agent in Finance and any other appropriate authorities will be contacted."

Responsible person (print name)

Telephone No.

Signature of Responsible person Date equipment taken:

VC Authorized by (print name)

VC Authorized by (Signature)

To be completed on return of equipment:

Date equipment returned:

I have examined the equipment and it appears to have been returned in good condition.

VC Authorized by (print name)

VC Authorized by (Signature)