

## **Five Rivers MetroParks Volunteer Vehicle & Equipment Operations Policy & Articles of Understanding**

The use of agency equipment and vehicles by volunteers is at the discretion, with expressed permission, and oversight of MetroParks. **Only long term, official volunteers 18 years of age and older qualify to operate vehicles and motorized equipment.** Our procedure for volunteer equipment and vehicle approval is outlined below with the following basic provisions:

1. Volunteers are responsible for the cleanliness and care of any equipment or vehicle they operate.
2. The use of personal power tools or equipment is strictly prohibited.
3. The use of heavy machinery including chainsaws, tractors, bush hogs, ditch witch and mini excavator by volunteers is strictly prohibited.
4. Smoking and cell phone usage is not permitted in park vehicles or while operating equipment.
5. In the event of an accident while operating equipment or driving a MetroParks vehicle, the volunteer must promptly report the accident to a MetroParks staff or to Volunteer Services.
6. In the event of an accident involving another person's vehicle or property, or the accident causes injury to any person, the accident must be immediately reported to the local law enforcement agency by calling 9-1-1 for emergencies. Non-emergencies should be reported by contacting the MetroParks staff onsite, the Volunteer Services Department, or the MetroParks Ranger Division at (937) 225-HELP (4357).
7. Volunteers are covered by MetroParks' comprehensive insurance while they are operating our vehicles, representing Five Rivers MetroParks for approved business. This covers any damage to MetroParks' vehicles, including, collision damage, fire, flood, theft, and acts of god, and any damage to other people's property or bodily injury. The volunteer agrees to be fully compliant in supplying information for all MetroParks accident and injury forms which may include a body substance test.

**Non-Road Vehicles-**Volunteers operating non over the road vehicles including **Golf Carts, Trams, and Gators** must do the following annually:

- a. Participate in a brief training session including the operation section of the equipment manual to "check off" on the equipment
- b. Pass a written test on the safe operation of that equipment
- c. Pass a demonstration test where they demonstrate safe operation of that equipment for an approved staff member
- d. Submit a valid driver's license with this signed form

**Road Vehicles-**Volunteers operating non over the road vehicles: **Trucks, HQ Pool Vehicles, Recreation Vehicles** must do the following annually:

- a. Participate in a brief training session including the operation section of the equipment manual to “check off” on the equipment
- b. Pass a written test on the safe operation of that equipment
- c. Pass a demonstration test where they demonstrate safe operation of that equipment for an approved staff member
- d. Submit a valid driver’s license and proof of insurance with this signed form
- e. Receive an “approved driver” status from Human Resources after a driving record background check has been completed. This can take 2-3 days to complete.

**Park Maintenance Equipment-** Volunteers operating park maintenance equipment including **Blowers, Trimmers, Weed-eaters, and Mowers** must do the following annually:

- a. Participate in a brief training session including operations section of equipment manual to “check off” on the equipment
- b. Pass a written test on the safe operation of that equipment
- c. Pass a demonstration test where they demonstrate safe operation of that equipment for an approved staff member

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**Volunteer Acknowledgement:**

I have read and understand the above policy and agree to follow the outlined procedures and guidelines. If I have a question or concern, I understand that I can contact [volunteer.services@metroparks.org](mailto:volunteer.services@metroparks.org) or call #937-275-7275 and ask to speak with a Volunteer Coordinator.

**Signature of Long-Term Volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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