

Title: Use of Village Facilities & Equipment
Chapter: Use of Equipment Maintenance Area (EMA) Policy
Policy Number: 7.2
Creation Date July 24, 1991
Issued By: Village Administrator
Approved By: Village Administrator
Last Revised: August 21, 2017
June 25, 2013

I. Purpose

- A. To re-establish policies and guidelines with regard to the utilization of the Equipment Maintenance Area (EMA) by Village employees (hereinafter referred to as “employees”) outside normal working hours. This special privilege is hereby re-established solely for the employees of the Village by providing an appropriately safe location for Village employees to perform general maintenance and servicing of personal vehicles, and to equipment mechanics performing maintenance services on vehicles not owned by the Village.
- B. This policy and the specific guidelines governing the use of the EMA shall be utilized and administrated by the Director of Public Works, or an authorized designee, as a guide to ensure the safe and proper use of the EMA.
- C. Any employee using the EMA or engaging the equipment mechanics in the use of the EMA, pursuant to this Policy, must do so outside scheduled working hours, however, all employees involved will remain subject to all other Village rules and regulations applicable to their position.

II. Definitions

- A. Employee: Includes Regular Full-Time and Regular Part-Time employees of the Village as defined below and pursuant to the Employee Personnel Manual (EPM).
 - 1. Regular Full-Time Employee: An employee who has successfully completed the introductory period and works a forty (40) hour work week in a designated job.

2. Regular Part-Time Employee: An employee who has successfully completed the introductory period as defined by the EPM, works less than a forty (40) hour work week in a designated job, and is not considered to be a temporary, seasonal or contractual employee.
- B. Equipment Mechanic: Is a regular full or part-time employee with the Village, who is responsible for repairing and maintaining all Village vehicles and equipment, or vehicles and equipment that the Village is contractually bound to repair and maintain, and to order and maintain inventory of supplies and equipment. The work of all Equipment Mechanics is performed under the direction of the Director of Public Works. The Equipment Mechanic is required to provide their tools for work in the EMA as part of their employment for the Village.
 - C. Equipment Maintenance Area (EMA) – That area located within the Public Works Facility designated for the maintenance and repair of vehicles and equipment, in addition to those areas designated for the storage of parts and supplies intended for vehicle maintenance and repair.
 - D. Authorized Employee – A regular full-time or part-time employee who has been authorized by the Director of Public Works to utilize the EMA as specified herein.
 - E. Client (Not Equipment Mechanics) – The owner of a vehicle being serviced or repaired by a Village employee, who is not the actual employee performing the service or repair. A client must be an immediate family member, as defined in Section III, E., of this Policy, of the employee performing the repair for no compensation.
 - F. Client (Equipment Mechanics) – The owner of a vehicle being serviced or repaired by an Equipment Mechanic. A client can be any individual, e.g., an employee, immediate family member or any individual vehicle owner, as long as the work is not done for a business interest, (e.g. commercial vehicle or fleet), who compensates the Equipment Mechanic to service and/or repair their vehicle.

III. Policy

- A. The provisions of this Policy are designed to be privileges solely for the benefit of Village employees. It is not under any circumstances intended to create a business opportunity or source of profit for authorized employees, except as for payments made to Equipment Mechanic(s) by the client, as noted in “C” below.

- B. Any and all supplies or parts used to service/repair a vehicle not owned by the Village must be purchased privately and entirely paid for by the authorized employees or clients. The Village shall not be responsible for paying or causing to be paid any compensation, parts, supplies, taxes or withholdings for any involved employee.
- C. Only an Equipment Mechanic who is using their own equipment may receive compensation from a client in the manner established between the client and the Equipment Mechanic. The Equipment Mechanic is solely responsible for reporting any income, making any withholdings, or paying any Federal or State taxes which are associated with servicing or repairing a client's vehicle.
- D. Any authorized employee desiring to use the EMA during non-scheduled working hours shall make arrangements with the attending Equipment Mechanic in advance. The advance notice will ensure the proper scheduling of the EMA, and any necessary training on equipment use. As stated earlier, all service/repairs must be performed during non-working or non-compensated hours of the involved employees.
- E. Authorized employees, except Equipment Mechanics, are restricted to the maintenance and repairs of their own vehicles or to vehicles belonging to their immediate family, defined as spouse, child, and parents, to include "step" "in-law" and "grand" relations.
- F. All Village employees are subject to all Village rules and regulations while on Village premises, even during non-working hours.
- G. Vehicle maintenance and/or repair work may:
 - 1. Be performed by an actively employed Equipment Mechanic, or
 - 2. Be performed by an authorized employee, with written permission of the Director of Public Works, and provided all work is performed in the presence of an Equipment Mechanic;
 - 3. **Never** be performed while on-duty or on Village time;
 - 4. **Never** be performed when a non-Village Employee is in the EMA.
- H. Major repairs, which would result in a vehicle having to be kept on site more than one (1) night is not permitted.
- I. All Village employees are prohibited from using any Village tools or equipment located in the EMA unless otherwise authorized by the Director of Public Works, pursuant to the executed Use Request Form for Non-Mechanics.

- J. Any area or equipment, used by any authorized employee in the maintenance and servicing of a vehicle or equipment not owned by the Village, shall be cleaned and reset to function in a manner equal to what the Village employee found them in.
- K. All Village Employees (including the Equipment Mechanics) using the EMA shall be held accountable for any and all damage to the area, equipment or facility used during their personal maintenance operations.
- L. Proper safety precautions, practices, and policies shall be followed by any authorized employee during all maintenance and repair operations.
- M. Prior to the utilization of the EMA, any Village employee shall complete, sign and submit the following forms:
 - 1) Employee Release For Use of Equipment Maintenance Area form holding the Village harmless from any liability or loss that may occur while the employee is performing work on his personal time or while taking any action connected with this policy.
 - 2) Use Request Form for Non-Mechanics for the Public Works Equipment Maintenance Area.
- N. Along with the release, an authorized employee shall be trained by an Equipment Mechanic on any equipment or special tools that will be needed in the service or repair of said vehicle or piece of equipment.
- O. Prior to performing service/repair on a vehicle, an authorized employee (including Equipment Mechanics) shall secure a signed Client Release & Hold Harmless from the Client holding the Village harmless from any liability or loss that may occur as a result of the employee's service/repair on the client's vehicle.
- P. The Village Administrator reserves the right to modify, discontinue or eliminate this policy allowing for the use of the EMA by Village employees at any time as the Village Administrator deems appropriate.

**EMPLOYEE RELEASE
FOR USE OF EQUIPMENT MAINTENANCE AREA (EMA)**

I, _____, an employee of the Village of Bloomingdale, Illinois, do hereby request permission to use the facilities and premises of the Village's Equipment Maintenance Area (EMA) located within the Village's Public Works Facility, 305 Glen Ellyn Road, Bloomingdale, Illinois for the general maintenance and/or repair of my personal vehicle or for an immediate family member's vehicle without compensation for said work; or, **if I am an Equipment Mechanic**, for the general maintenance and/or repair of a Client's vehicle for compensation. I have read, understand and agree to abide by all aspects of the Policy governing the use of the EMA.

In consideration of the granting of such permission, I do hereby for myself, my heirs, executors, successors, administrators and assigns release and forever discharge the Village of Bloomingdale, Illinois, its officers, employees and agents, acting officially or otherwise, from any and all claims, demands, actions or causes of action, including attorney's fees, for any and all damage to an affected vehicle or equipment, any injury (including death) that I may incur or that may subsequently result on account of my injuries, and any third party injury or injuries (including death) or damage, on account of the vehicle I serviced/repared arising in any manner pursuant to or resulting from granting of this permission and all activities whatsoever in connection with the work I will perform using the EMA.

Employee Signature

Date

Approved:

Director of Public Works

Date

**CLIENT RELEASE & HOLD HARMLESS
VEHICLE SERVICE/REPAIR
IN BLOOMINGDALE EQUIPMENT MAINTENANCE AREA (EMA)**

I, _____, as the Client do hereby authorize _____, an employee of the Village of Bloomingdale, Illinois, to perform vehicle service and/or repairs on my vehicle in the Village of Bloomingdale Equipment Maintenance Area (EMA) located in the Public Works Facility, 305 Glen Ellyn Road, Bloomingdale, Illinois.

I understand and agree that said work is to only be performed on the employee's own time, and that the employee's work is not compensated by the Village, nor is the work regulated, guaranteed or insured by the Village in any manner.

In consideration of the granting of such permission, I do hereby for myself, my heirs, executors, successors, administrators and assigns release and forever discharge the Village of Bloomingdale, Illinois, its officers, employees and agents, acting officially or otherwise, from any and all claims, demands, actions or causes of action, including attorney fees, on account of any injury or injuries (including death) that I or any passenger in my vehicle may incur, and/or for any damage to my vehicle arising in any manner pursuant to the work performed in the Village EMA.

Client _____
Signature Date

Client Name: _____

Address: _____

Relationship to Employee: _____

Approved: _____
Director of Public Works Date

**USE REQUEST FORM - NON-MECHANICS
PUBLIC WORKS EQUIPMENT MAINTENANCE AREA (EMA)**

Employee Name: _____

As an employee of the Village of Bloomingdale, I request permission to use the Village's Equipment Maintenance Area (EMA) for the general maintenance and/or repair of my personal vehicle or for an immediate family member's vehicle without compensation for said work. In so doing, I acknowledge that I must;

- Have a mechanic present during all work that I perform;
- Enter into the log book every time I perform work in the EMA;
- Read any applicable Job Safety Analysis (JSA) prior to performing work;
- Receive training on any equipment used prior to using said equipment
- Never work alone in the EMA;
- Never permit anyone who is not a Village employee to be present in the EMA.

I further acknowledge that certain specialty equipment listed below can only be used by a Vehicle Mechanic, and that I may not use the following specialty equipment, or any equipment not specifically approved on this form:

Diagnostic Equipment	Welders
Tire Machine	Brake Lathe
Spin Balancer	50 Ton Press
Torch	Not approved below

I hereby request authorization to use the following equipment in the EMA: Hand Tools, Floor Jack, Vehicle Lift (w/vehicle mechanic assistance only), Air Impact Wrench/Tools, Parts Cleaner, Battery Charger, Vacuum, Sand Blasting Cabinet, and also the following equipment (listed below) in accordance with all requirements and limitations set forth in the EMA policy.

Employee: _____
Signature Date

Approved: _____
Director of Public Works Date