APHIS Scooter Loan Policy (Riverdale Only)

The purpose of the APHIS Scooter Loan Program is to provide an informal accommodation for APHIS employees who have temporary mobility issues. APHIS employees may borrow a scooter for a limited timeframe when they are faced with temporary mobility issues which include, but are not limited to, minor surgical procedures, accidents, injuries or illnesses that restrict their ability to move around the Riverdale complex. APHIS employees with mobility issues of a more long-term nature should follow APHIS' reasonable accommodation procedures for seeking long-term accommodations through their supervisor. The following is APHIS' Riverdale policy regarding scooter loans:

1) Scooters loaned by APHIS employees must be returned after 4-weeks. If the employee needs the scooter for additional time, the employee must provide a signed note from their doctor that specifies the length of time for the loan period, not to exceed 8-weeks.

2) A signed note from a doctor that does not specify the time frame or includes a time frame of more than 8-weeks will not be accepted and the employee will be referred to their supervisor to request a reasonable accommodation.

3) Scooters are to be used during normal business hours and shall remain in the complex overnight for charging and storage purposes.

4) Scooters are not to leave the Riverdale complex unless given specific approval by Labor Services, and at no time shall scooters be taken to an employee's residence.

5) In the event that Labor Services develops a waiting list for scooter loans, any scooter that is past due, has been out on loan past 4-weeks without a doctor's note, or has been on loan for over 8-weeks with a doctor's note, is subject to being reclaimed Labor Services.

6) In the event that Labor Services is placed in a position of having to reclaim a scooter, the employee and their supervisor will be given a written (e-mail) 48-hour notice.

7) Employees who have involuntarily had the scooter reclaimed are encouraged to obtain another doctor's note and are eligible to obtain another scooter loan, subject to the above policy. If there is a waiting list, they will be placed on the waiting list in chronological order, based on time and date of request.

8) Scooter keys are the responsibility of the APHIS employee that borrowed the scooter. Lost or stolen keys will be replaced with key-duplication charges billed to the employee.

9) Accidental damage and routine repairs of scooters are the APHIS Ergonomics Program's responsibilities.

10) Intentional damage or misuse of scooters may result in loss of loan privileges and/or billing for scooter repairs, to be paid by the employee that borrowed the scooter.

I have read the above policy statement and agree to abide by these guidelines.

_____	_____	_____
Employee's signature	Date	Telephone number
_____	_____	_____
Supervisor's signature	Date	Telephone number

PLEASE EMAIL THE SIGNED FORM TO LABOR SERVICES AT:
Riverdale.FacilityMgmt@aphis.usda.gov