



Division of State Parks

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| Equipment and Supply Mgmt. #71-2 | Pooling Heavy Equipment | Rev. 3/11/09 | Page 1 of 1 |
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| <p>REFERENCES: Department Policy, Pooling Heavy Equipment</p> <hr/> <p>PURPOSE: This policy has been established in accordance with Departmental Policy, Pooling Heavy Equipment.</p> <hr/> <p>ORGANIZATION: The division will ensure that all region/sections will follow the guidelines set forth in the Department Policy, Pooling Heavy Equipment (see attached).</p> <hr/> <p>PRIOR POLICY: This policy supersedes the prior policy dated 8/7/1998.</p> |
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PROCEDURES:

See Department Policy, Pooling Heavy Equipment, dated 5/18/98, attached.

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|---|---|
| <p>Original signed by: _____</p> <p style="text-align: center;">SIGNED</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">David K. Morrow, Administrator</p> | <p style="text-align: center;">3/13/09</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> |
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|---|---|
| <p>Original signed by: _____</p> <p style="text-align: center;">SIGNED</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Allen Biaggi, Director</p> | <p style="text-align: center;">3/16/09</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Effective Date</p> |
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Copy to regions: _____ 3/17/09 _____

Review Date: _____

Pooling Heavy Equipment

POLICY: Divisions of the Department of Conservation & Natural Resources will make heavy equipment available for use by other divisions of the Department, provided it will not interfere with the owning division's program for which the equipment was originally intended.

PURPOSE: To identify heavy equipment that will be pooled for use by the various divisions and provide guidelines for use on short term basis.

DEFINITIONS:

1. Heavy equipment - backhoes, tractors, dump trucks, loaders, graders, boom trucks, and similar self-propelled construction related vehicles.
2. Operators - state employees, who are trained, qualified and authorized to operate a specific piece of heavy equipment.
3. Loan - The short term lending of equipment on condition that it be returned in the same or better condition than when borrowed.

PROCEDURES:

1. Each division will make available, to other divisions, a list of heavy equipment available for loan.
2. All requests to borrow heavy equipment will be considered on a case-by-case basis by the owning agencies regional manager or his designee.
3. Qualification and authorization of operators: Personnel will operate only equipment that they have been trained, qualified and authorized to use. These employees will have the primary responsibility for the operation of heavy equipment. Assigned operators will be determined by the regional manager or his/her designee. He/She or his/her designee, will provide documented training on the operation and maintenance of the heavy equipment for which the operator is qualified to operate. Personnel assigned to heavy equipment will be kept to as small a number as possible to enhance the maintenance of the equipment and prolong its life.

Should the borrowing agency not have a qualified operator, the loaning agency may provide an operator. In such cases the borrowing agency will reimburse the cost of salary, overtime, per diem, travel or other cost incurred.

4. Availability: As the various divisions needs for heavy equipment may occur at the same time, priorities for use, other than emergencies, will be determined by the respective regional managers.
5. Request to borrow a specific piece of equipment will be made through the regional managers, for which the desired piece of equipment is assigned.
6. Specialized instructions or procedures for the specific piece of equipment will be provided by the loaning regional manager or his designee, including any routine service or maintenance that is scheduled or that will likely be required during the lending period.
7. The borrowing agency will assume liability for damage or misuse of equipment while on loan.
8. The borrowing agency will be responsible for fuel, routine service and maintenance of equipment while on loan (see #7 above). It is also responsible for repairs of damage or breakdowns resulting from it's use.
9. Records: Detailed records of each piece of equipment will be kept and updated by the borrowing agency throughout the loan period.
10. The lending of heavy equipment will be done through written agreement (Attachment A) entered by the respective regional managers at the time of the loan, it will include:
 - A. A description of equipment being loaned including make, model and serial numbers, and state property number.
 - B. A description of the work to be done, including means of transport and location, and estimated operating hours required.
 - C. The names of authorized operators.
 - D. Dates of the loan.
 - E. A statement of receiving agency's responsibility in case of break down or damage, cost of fuel and maintenance and operator requirements.
 - F. Before and after inspections noting the equipment conditions at the time it went out and returned.

RULE:

11. Only personnel qualified, authorized and familiar with the use of a specific type of equipment will be allowed to operate such heavy equipment. Note: Much of the equipment owned by the various divisions, is old, well worn and may be of limited usefulness to a borrowing agency. Operators must be made aware of the strengths and weaknesses of each piece of equipment and operate them accordingly. In many cases this will require the owning agencies operator to operate a specific piece of equipment.
12. The lending agency will have preference of use of heavy equipment assigned to it.
13. Volunteers, inmates, or special program employees, and any other not directly employed by the borrowing agency will not be allowed to operate heavy equipment that is on loan.
14. Equipment will not be loaned for long terms that may jeopardize the owning agencies funding sources or impact its primary mission.
15. The borrowing agency's history of unauthorized use, misuse, or returning of equipment in poor condition, etc. are viable reason for denial of future requests.

State of Nevada
Department of Conservation & Natural Resources
Heavy Equipment Loan Agreement

1. Name of Lending Agency _____
Name of Borrowing Agency _____
2. Description of equipment being loaned: _____
State Property # _____ Make _____ Model _____ Serial # _____
3. Description of work to be done: _____

4. Location work to be done: _____
5. Estimated operating hours required: _____
6. Means of transport: _____
7. Names of authorized operators: _____
8. Dates of the loan: _____ to _____
9. Inspections:
A. Time and date equipment left lending agency: _____
Condition and special notes (attach separate sheets if necessary): _____

B. Time and date equipment returned to lending agency: _____
Condition and special notes (attach separate sheets if necessary): _____

Statement of Responsibility: The receiving agency is responsible for the cost of repairs in the case of break down or damage, and the cost of fuel, maintenance and operator requirements.

Signatures: Lending Agency: _____ Date: _____
Receiving Agency: _____ Date: _____

LIST OF HEAVY EQUIPMENT AVAILABLE TO LOAN OUT
 (per DCNR Policy 5/18/98)
 List updated 8/18/2010

| |
|---|
| Northern Region, contact Region Facility Supervisor, (775) 867-4429 |
| Northern Region headquarers |
| JD 410 Backhoe 4x4 |
| 770 B Motor Grader |
| FL70 Dump Truck |
| Case W7 loader |
| Kubota B7100HST |
| Ford 800C Water Truck |
| |
| Fort Churchill |
| JD 401C backhoe |
| IH Farmall C Tractor |
| Bollins Tractor 4x4 |
| |
| Rye Patch |
| JD 110 |
| |
| South Fork |
| 580 Super E Case Backhoe |
| GMC 7000 Series Dump Truck |
| 670 Motor Grader – lives at park during summer |
| |
| Wildhorse |
| JD 401C backhoe |
| |
| Washoe Lake |
| JD 410 Backhoe 4x4 |
| JD 544B Loader |
| JD 544C Loader – lives at Spooner Summit |
| JD 310C – lives at Sand Harbor |
| |
| Cave Lake |
| 671 Motor Grader – lives at park during summer |
| SWEEKO Trail Crawler – needs an operator with machine |
| Case 580E Backhoe |
| GMC 7500 Dump Truck |

Southern Region, contact Region Facility Supervisor, (702) 486-5125

Spring Mountain Ranch

Case 580B (well used)

Valley of Fire

Case 580L

1992 IH 5yd. Dump Truck

Cathedral Gorge

Case 580C extenda hoe

Spring Valley

T300 Kenworth Dump Truck

Blademore 727 grader

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| Spring Valley |
| T300 Kenworth Dump Truck |
| Bladmore 727 grader |
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