

## Department of the Interior

### ACCESS CENTER Scooter Loan Program

The purpose of the ACCESS Center Scooter Loan Program is to provide assistance to DOI employees who have short-term mobility issues. DOI employees may borrow a scooter for a limited timeframe - not to exceed 8 weeks - when they are faced with temporary mobility issues that include, but are not limited to, minor surgical procedures, accidents, injuries or illnesses that restrict their ability to move. DOI employees with mobility issues of a more long-term nature should follow DOI reasonable accommodation guidelines for seeking long-term accommodations through their supervisor, human resource office, or Disability Program Manager. The following is the ACCESS Center rules regarding scooter loans:

1. The scooter loan program is for DOI employees.
2. Official visitors to the Main Interior Building may request daily use of a scooter through the visited office. A DOI employee must sponsor the visitor and sign the scooter out. Scooters will only be provided if available on the day of the visit.
3. DOI employees who wish to participate in the scooter loan program must:
  - a. Advise their supervisor of the need for a scooter.
4. Submit the below request via email to [ACCESSCTR@ios.doi.gov](mailto:ACCESSCTR@ios.doi.gov) , along with a signed doctor's note indicating the length of time the scooter is needed (cannot exceed 8 weeks).
5. Scooters are loaned on a temporary basis and must be return on the date indicated on the request not to exceed **eight (8) weeks** from the date received.
6. Due to limited inventory and fairness to other employees, scooters cannot be loaned to an individual indefinitely. Note that by definition, scooter loans are not reasonable accommodations as they are to be used for short-term mobility issues. The ACCESS Center does not provide scooters as a reasonable accommodation as they are considered personal use items that can be used in and outside work.
7. In the event a scooter must be reclaimed, the employee and their supervisor will be given a written (email) notice 48 hours in advance, when possible/practical.
8. When there is no waiting list for a scooter, the employee may, with approval of the ACCESS Center personnel, extend use beyond 8 weeks but must be prepared to relinquish the scooter if a new request is received.
9. Scooters are for use during normal business hours and shall remain at the employee's workstation at night for charging. Employees are responsible for coordinating parking and charging of scooters with security, if outside office/workstation.
10. Scooters, keys, battery chargers and attached equipment are the responsibility of the DOI employee borrowing the scooter. Replacement of lost or stolen keys and battery chargers or damage caused by negligence will be billed to the employee's office.
11. Scooters are for use in the DOI Headquarters complex only and may not leave the DOI MIB/SIB vicinity unless specific approval by ACCESS Center personnel and at no time shall a DOI Scooter be taken to an employee's residence.

**Scooter Loan Agreement and Request Form**

**Date(s) of Scooter Loan Request:** \_\_\_\_\_ to \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Bureau/Office:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Room #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Doctor's Note attached:** \_\_\_\_ Yes \_\_\_\_ No

**If No, Reason:** \_\_\_\_\_

*I have read the Scooter Loan Program policy statement and attached safety tips. I agree to abide by these guidelines, to receive a scooter with charger, and to return the scooter by the specified date.*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisors Signature**

**Scooter Loan is Approved from:** \_\_\_\_\_ to \_\_\_\_\_

**Name of Scooter:** \_\_\_\_\_  
**ACCESS Center Representative**

\*\*\*\*\**For Use of ACCESS Center*\*\*\*\*\*

**Date Returned:** \_\_\_\_\_

**Condition:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

\*\*\*\*\*Notes\*\*\*\*\*

## SCOOTER SAFETY TIPS

- Become familiar with the scooter before operating.
- Most scooters can handle basic street curb ramp.
- DO NOT attempt to drive up inclines at an angle as this can cause the scooter to tip.
- Scooters are only for use on sidewalks, crosswalks and inside buildings.
- Avoid broken or slanted surfaces.
- Avoid tight turns, as scooters can become unstable and tip.
- If moving between buildings, never assume vehicles will give you the right of way.
- Never operate the scooter outside the building before or after daylight hours.
- Make sure scooter is turned off and remove key before getting on or off the scooter.
- Operate the scooter at a comfortable and practical speed for the environment.
- Use a slower speed until familiar with the scooter handling.
- Your scooter has a horn. It is best to use the horn when you are backing up, especially if you are in a busy or crowded area.
- Always remain aware of your surroundings.
- If possible back into elevators and pull forward off elevators.
- Approach and move around corners slowly. Using your horn at corners will alert others to your presence.
- Never “ride up on” individuals that are walking ahead and alert those that you are passing.
- Although scooters are maneuverable, however be careful not to overestimate the maneuverability of the scooter.
- USE SOUND JUDGMENT
- Never allow others to use the scooter assigned to you.
- Report any issues with the scooter to ACCESS Center personnel.

If something happens to the scooter immediately contact the ACCESS Center.