

# **POLICY AND PROCEDURE**

## **Policy #06 Trailer/Equipment use**

**Created 1-15**

**Revision date 10-22**

**Reviewed History 1-15, 7-18, 10-22**

**Effective date 1/1/2023**

It will be the policy of the Minnesota EMS Honor Guard that the use of any MNEMSHG equipment or trailer be used for “Official Use Only”.

The following guidelines should be used when using equipment owned by the MNEMSHG:

1. If using MNEMSHG equipment for conferences, only take trailer if the following exist:
  - a. The amount of equipment would exceed the carrying capacity of members’ vehicle.
  - b. No other training or conference event is scheduled during the same time.
  - c. The Operations Officer is advised of the use of trailer.
2. If using trailer, the following guidelines are in effect:
  - a. The trailer will be re-packed back to its original configuration.
  - b. The trailer will be returned to the North Memorial Ambulance Base located in Brooklyn Center, MN within seven (7) days upon completion of conference/event.
3. If using equipment from the trailer, the following guidelines are in effect:
  - a. The trailer will be re-packed back to its original configuration.
  - b. The equipment will be replaced into the trailer located at the North Memorial Ambulance Base located in Brooklyn Center, MN within seven (7) days upon completion of conference/event.
4. At any time there is a conference and scheduled training scheduled at the same time. It would be the responsibility of the persons attending the conference to ensure that any equipment needed for training from the trailer is given to the Training Officer (or his/her designee) no less than 3 days prior to the training event.

Any issues regarding equipment or the trailer of the MNEMSHG should be reported to the Operations Officer immediately.

At NO point any alterations (to include screwing items into the trailer or load configuration) be made without a majority vote by the Executive Board of the MNEMSHG.

If trailer is damaged during transit, damages to trailer and or equipment contained within maybe claimed on the drivers insurance at the Executive Boards discretion.

Any member of the MNEMSHG that damages equipment through negligence or improper use maybe held financially responsible for repair or replacement costs to any damaged equipment as deemed by a majority vote of the Executive Board.

MNEMSHG Policy #06

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