
 <h2 style="text-align: center;">Equipment Borrowing Agreement & Condition Report</h2> <p style="text-align: right;">Proudly supported by the Department of Education  Queensland Government</p> <p style="text-align: center;">Funded by Queensland Government Specialist Disability Support to Schools Program.</p>
ITEM DETAILS	Item Name:
	Barcode: Value:
	Test & Tag / Service Date (Refer LIBCODE Notes):
BORROWER DETAILS	Equipment Loan Approved by:
	Persons trained in use of equipment:
	Borrower Name / Organisation:
PURPOSE	<p>a) The CRC uses the criteria for disability as defined by the Disability Discrimination Act 1992 and the Disability Standards for Education 2005.</p> <p>b) The CRC lends a range of specialised equipment for trial which assists borrowers to ensure suitability prior to purchase.</p> <p>c) Equipment is only available for loan/trial in consultation with appropriately qualified professional staff with expertise in equipment prescription.</p> <p>d) Loans to students with disability requiring equipment to support participation in the curriculum activities, and to facilitate improved educational outcomes will be prioritised.</p>
RESPONSIBILITIES – CRC	<p>a) At the time of borrowing, CRC will ensure that the equipment is of sound repair and is suitable for use for its designed purpose.</p> <p>b) CRC will ensure that staff have access to training to upskill in equipment prescription, monitoring and adjustment.</p>
RESPONSIBILITIES – ALL BORROWERS	<p>Borrowing</p> <p>a) Equipment loans are for the period of one school term. Requests for extension of the loan period will be assessed on a case-by-case basis.</p> <p>b) Requests for specialised equipment must be approved by specialist support staff (e.g. Physiotherapist, Occupational Therapist, Speech Therapist).</p> <p>c) Equipment must be returned to the CRC by the due date, clean and in good working condition. All manuals, instruction sheets, cables, rechargers, postural supports, tools and any accessories must be included in the return.</p> <p>Transport</p> <p>a) Arrangements and costs to transport equipment are the responsibility of the Borrower. Banana Shire Council staff and vehicles may be able to assist with transport.</p> <p>Care of CRC Equipment</p> <p>a) The borrower is to use the equipment according to manufacturers’ instructions and assess the equipment’s suitability during the loan term.</p> <p>b) Borrowers are to seek support and advice from CRC or specialist support staff.</p> <p>c) Some CRC equipment has postural supports. Refer to guidelines for the use of postural supports.</p> <p>d) Only borrowers who have been specifically trained in the fitting, use and modification of equipment may adjust the equipment. Contact the CRC immediately if equipment is damaged, broken, lost, stolen, not working or deemed unsafe for use.</p> <p>Costs</p> <p>a) If the equipment is destroyed, lost or stolen then the borrower must pay the costs of replacing the equipment as advised by the CRC, with an item of the same type and to a similar condition or better condition if a similar condition is not available.</p> <p>b) If the equipment is damaged but not to the extent that it needs to be replaced, the CRC will charge the borrower the cost of restoring the equipment to the condition it was in before it was damaged.</p>

<p>RESPONSIBILITIES – SCHOOLS</p>	<p>a) The Principal (or Delegate) will be responsible for equipment loans. b) Equipment is loaned for trial with students in the educational environment. c) Selection and prescription of equipment is the responsibility of the education team working with students with disability. d) School staff are to seek support and advice from CRC or specialist support staff and to be familiar with any policies or guidelines on workplace health and safety requirements. e) Only school staff who have been specifically trained in the fitting, use and modification of the equipment item may adjust the equipment. Contact the CRC immediately if equipment is damaged, broken, lost, stolen, is not working or deemed unsafe for use during transit or trial period. f) School staff will ensure that student wears appropriate protective equipment when using the equipment (eg helmet). g) When a student no longer attends a borrowing school, the equipment must be returned to the CRC. h) Equipment must not be transferred to another student.</p>
<p>BORROWING CONDITION</p>	<p>Before borrowing, examine condition of the equipment. Tick the appropriate comment box and record any defects in the space below (attach photos if needed):</p> <p><input type="checkbox"/> No defects observed. <input type="checkbox"/> Defects – outlined below. <input type="checkbox"/> Defects – Photos taken</p> <p>Comments:</p>
<p>ACKNOWLEDGEMENT</p>	<p><input type="checkbox"/> I accept the Equipment Borrowing Agreement & Condition Report terms outlined above.</p> <p>SIGNATURE: _____ DATE: _____</p>
<p>RETURN CONDITION</p>	<p>On return, examine condition of the equipment. Tick the appropriate comment box and record any defects in the space below (attach photos if needed):</p> <p><input type="checkbox"/> No defects observed. <input type="checkbox"/> Defects – outlined below. <input type="checkbox"/> Defects – Photos taken</p> <p>Comments:</p>
<p>RETURNED BY:</p>	<p>NAME: _____ SIGNATURE: _____ DATE: _____ CRC ACCEPTANCE: _____</p>