

**CITY OF LANSING
PARKS AND RECREATION**

VOLUNTEER TOOL TRAILER

APPLICATION

PROCEDURES

&

GUIDELINES



INTRODUCTION

The Tool Trailer Procedures and Guidelines establish the position of the City of Lansing Parks and Recreation Department regarding the use of the Park's Tool Trailer by Community Groups in respect to responsibilities of the Community Groups.

Lansing Parks and Recreation is committed to ensure that Community Groups possess the necessary knowledge to use the tool trailer. City staff will provide sufficient instructions to Community Groups on their first time of using the tool trailer.

STATEMENT OF USE

The equipment is to be used only for the purpose for which it was designed.

All operating instructions and warnings associated with the use of the equipment are to be followed.

City staff will provide an inventory list upon delivery of the tool trailer at the designated Community Group work site. Upon completion of the Community Group volunteer project check-in of equipment will be performed.

All equipment is to be returned in a satisfactory condition. In case any pieces of equipment are broken or missing through whatever cause, this must be reported to city staff as soon as practical.

The trailer and equipment must be returned in a clean and orderly manner. Community Groups should take the hygiene of tools very seriously as the spread of weeds and diseases through soil on tools should be avoided at all costs.

The City of Lansing and Parks and Recreation Department will not be held responsible for any loss, damage, injuries, claims suits or death as a result of the Community Groups use of the trailer and equipment.

Any accident or injury must be reported to the City of Lansing Parks and Recreation Department as soon as practical and any third party details and other details must be provided to the City of Lansing Parks and Recreation Department.

LANSING PARKS AND RECREATION
200 N. FOSTER AVE. LANSING MI 48912
PHONE: (517) 483-4277

COMMUNITY TOOL TRAILER

PROGRAM POLICIES

- All the proper documentation (application, volunteer forms) must be signed, and received by the city from all members of the group who participate.
- Any park can be requested and the city will do its best to accommodate each group/individual.
- We ask that the participants complete their chosen task and also report any problems at the site (i.e. a broken fence, damaged playground equipment).
- If the group wants to do any plantings we ask that they first contact the city for approval of species and placement.

SAFETY GUIDELINES

For Group Leaders

- Youth supervision at all times
- Review safety rules with youth before beginning clean-up projects
- Tie bags tightly and place beside trash receptacles
- Report any safety hazard to Park Department staff
- Add any additional safety precautions you feel appropriate

For Youth

- Stay within sight of your group leader
- Work with a buddy
- Don't pick up trash near the street or curb
- Don't pick up any sharp objects, such as broken glass or needles
- Report any broken park equipment, such as swings, to your group leader
- If park workers are present doing their job, please do not run in front of them or get too close when they are working with a machine
- Wash your hands thoroughly when you complete your work

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COMMUNITY TOOL TRAILER

SAFETY GUIDELINES Cont...

DO:

- **Do** lift all objects with your legs, not your back
- **Do** wear light or bright colored clothing, hard-soled shoes, and sturdy work gloves
- **Do** use sunblock and/or wear a hat
- **Do** contact Parks Division staff at (517) 483-4277 immediately if you notice a safety hazard, such as a broken swing or other piece of play equipment
- **Do** tie bags tightly before placing next to trash receptacles
- **Do** work during park hours
- **Do** work with a partner whenever possible
- **Do** make sure that all participants in your business or organization are familiar with these safety precautions

DON'T:

- **Don't** overexert yourself. Be sure to take frequent breaks, drink liquids, and dress appropriately for weather.
- **Don't** bring small children or pets along on projects.
- **Don't** ever leave children or pets locked in the car at work locations.
- **Don't** pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Call your local Fire Station or Police Department immediately and give the precise location of the material.

ADDITIONAL SAFETY INFORMATION

***POISON IVY:** plant grows along trails or in forests, in wooded areas, if skin contact is made, may cause irritation

Symptoms: no immediate cure (itching, rash, blisters) let process run its course

Treatment: wash clothing, calamine lotion, Epsom salts in water/applied with a paper towel

***WEST NILE VIRUS:** affects humans and animals, transmitted via mosquito's bite

Symptoms: most often mild including: fever headache, body soreness, rash (symptoms can also become more severe)

Protective measures against the virus are as follows: stay inside at dawn and dusk, wear long sleeve shirts and pants when outdoors, and spray repellants

RECOMMENDED PROCEDURES

LITTER REMOVAL

- Leave full trash bags beside trash receptacles in park or call to arrange for pick up.
- Always wear work gloves.
- Work only during daylight hours.
- Work with a partner whenever possible.
- Do not work under potentially dangerous weather conditions, such as rain or heavy winds.
- Don't overexert yourself. Be sure to take breaks and drink plenty of fluids.
- Don't lift with your back, lift with your legs.
- Don't pick up materials that you suspect may be hazardous, such as needles, bloody objects or drug paraphernalia. Call your local Fire Station or Police Department immediately.
- Don't pick up litter too close to the edge of curbs unless oncoming traffic is clearly visible.
- Tie bags tightly before disposal.
- Do not stomp on trash bags (stomping may cause hard objects to puncture the bag).

WEED ABATEMENT

- Before removing weeds, check with the appropriate staff to get approval.
- Contact the Parks Department office to coordinate in advance for pick-up of clippings.
- Wear protective gear: safety glasses/goggles, safety vests, long pants and long sleeves, sturdy work boots, and work gloves.
- Do not use power equipment. It is against City policy.
- Do not work under potentially dangerous weather conditions, such as rain or heavy winds.
- Do not spray or use any chemicals. It is against City policy.
- Don't overexert yourself. Be sure to take breaks and drink plenty of fluids.
- Small children should not use weeding tools. Participants must be at least 12 years old to use weeding tools.
- Be cautious around thorny or poisonous bushes, such as poison ivy or star thistle.
- When bagging clippings, keep them separate from green waste.

ON A PATHWAY OR TRAIL:

- Do not block pathways or trails.
- Be cautious and respectful of pedestrians, cyclists, animals and other trail users.

LANSING PARKS AND RECREATION
200 N. FOSTER AVENUE
PHONE: (517) 483-4277

COMMUNITY TOOL TRAILER

IMPORTANT PHONE NUMBERS

P&R Administrative Office	(517) 483-4277
Parks and Trail Concern	(517) 483-4161
Operations and Maintenance Division (CART)	(517) 483-4400
Forestry Menu	(517) 483-4206
Graffiti and Pothole Hotline	(517) 483-4264
Sports Program	(517) 483-4039
Public Service Department	(517) 483-4455
Zoning Information Line – Residential or Commercial	(517) 483-4069
Police Department (Non-Emergency)	(517) 483-4600
Fire Department	(517) 483-4200

COMMUNITY TOOL TRAILER BOOKING FORM

Group/Organization _____

Name (Supervisor of Group) _____

Address _____

Phone (C) _____ (H) _____ (W) _____

Email _____

SITE DETAIL

Site Name: _____

Neighborhood _____

Number of Volunteers _____

Intentions of the group

- _____ Litter / Glass Removal
- _____ Playground Maintenance (spread/rake woodchips, report problems, routine inspections)
- _____ Restroom Maintenance
- _____ Plantings (w/Park Staff approval)
- _____ Weed Control (plant beds)
- _____ Mowing (entire park, portion of park) _____
- _____ Graffiti Removal
- _____ Water / Irrigate plants
- _____ Trimming / Pruning
- _____ Mutt Mitts
- _____ Other _____

PREFERRED DATES (please circle and indicate days required)

Month _____

Dates: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27
28 29 30 31

Approximate delivery time _____ / Approximate pick-up time _____

CONDITIONS OF USE

1. Assign one person the responsibility of the trailer, tools and equipment. This person should ensure that the trailer is secured and all equipment is accounted for.
2. I understand that I am required to obtain permission from all relevant landholders including private, public and parks department before carrying out any works.
3. I understand that I am responsible for the proper use and care of all the tools and equipment.
4. At the beginning of the community event please **check off** all the tools and equipment are accounted for prior to work commencing.
5. At the end of the day before everyone departs **check off** all the tools and equipment that have been used and then **check off** all tools have been returned to the trailer, and are clean and in good working condition.
6. Please make a comment in the comment column if any tools are lost or damaged.
7. Return the tool trailer in a clean condition.
8. I understand there should be no herbicide or chemicals stored in the tool trailer at any time.

I, _____ a Community Volunteer of the
(Representative Name)

_____ have read and understand the above
(Name of Association/Organization)

conditions.

Date

Signature

Phone

**Tool Trailer Application
Parks & Recreation Department
City of Lansing, Michigan**

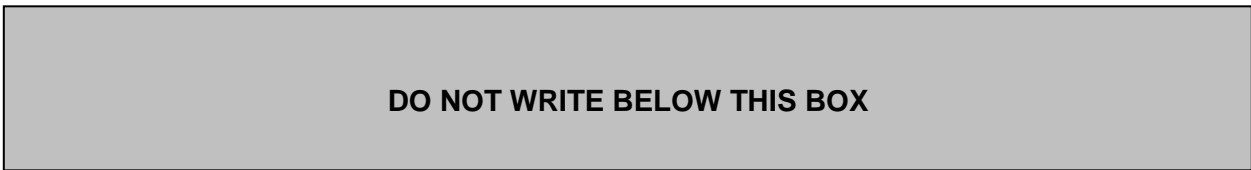
INSTRUCTIONS: Complete all information requested. Send this application directly to City of Lansing, Parks & Recreation Department, 200 N. Foster Ave., Lansing, Michigan 48912. The applicant will be contracted by the Volunteer Tool Trailer Coordinator upon receiving the application. The Volunteer Organization Representative is the person who should be present at all volunteer activities. The Authorized Agent is the official administrator or business owner, such as school principal, faculty advisor, or organization president.

Name of Organization / Company / Applicant. (Name will appear on sign, 40 characters max.)	
Mailing Address (Street / City / State / Zip)	
Volunteer Organization Representative	Day Phone / Evening Phone
Alternate Representative	Day Phone / Evening Phone
Park Name	

I hereby acknowledge and support the participation of _____
(Name of Organization, Individual)

Signature of Authorized Agent

Title



	Date Complete		Date Complete
APPLICATION RECEIVED		SIGN REQUEST	
MEET W/ VOLUNTEER REPRESENTATIVE		OTHER _____	
OTHER _____		OTHER _____	