



Title:

Housing Services Internal Policy-Department of Social Services-Scooters

Policy No.:

SL 010

Revisions:

December 2015

March 23, 2017

January 1, 2022

Effective Date:

November 8, 2007

Applies to:

The policy and procedures contained in this document apply to tenants who own a scooter.



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Definition

A scooter is a road motor vehicle with three or four wheels characterized by small diameter wheels and an open framework forming a floor (a wide space between the wheels, which allows the placement of feet). An electric scooter is a scooter provided with an electric motor powered by batteries.

Purpose of the policy

The Housing Services wish to establish rules and regulations concerning scooters in their multiple-unit buildings. The Housing Services have a duty to ensure that these motorized devices are being used legally with full responsibility being taken by the owner residing in a unit.

Social Housing Rules

1. Scooters must not be stored or charged in the communal corridors or areas. Residents must comply with the Health and Safety regulations.
2. Fire safety regulations state that scooters stored in corridors or any communal spaces are not allowed, and any fine imposed relating to a breach will be charged to the Tenant.
3. These motorized personal mobility devices should be charged inside the resident's unit or in the parking lot. Charging should be undertaken in accordance with the manufacturer's instructions. Scooters should not be left on permanent charge but only charged for the manufacturer's recommended time.
4. Each unit is unique and, as a result, its configuration may prevent the safe storage of a scooter. The Housing Services reserve the right to authorize or refuse the storage of scooters on a case-by-case basis.
5. Any scooters kept on the Housing Services' property must have appropriate insurance in place. This shall include liability insurance in case of either damage to building or injury involving other people who may be living in or visiting the building. The owner shall provide the Housing Services with a certificate of insurance evidencing property insurance covering the motor scooter for a full replacement cost and \$2,000,000 personal liability. The certificate to be sent to the following address shall provide a 30-day notice of cancellation to the Housing Services:

Housing Services
59 Court Street, P.O. Box 303
L'Orignal ON K0B 1K0

A copy of an up-to-date insurance certificate must be provided to the Housing Services at each renewal to enable the owner to store and/or operate the scooter

in the unit/building and/or property of the United Counties of Prescott and Russell.

6. Any damages caused by a scooter to the Housing Services' property will be recovered through the owner's insurance company. If the owner does not have an existing insurance certificate, they will be personally liable for all costs and asked to remove the scooter from the unit/building.

Moreover, failure to provide proof of insurance will lead to the increase of rent to the market amount (maximum) until the said proof of insurance is provided.

7. The owner of the scooter is also responsible for the use of the device and any injury to themselves while operating the device including boarding and exiting the device. The Housing Services of the United Counties of Prescott and Russell will not be responsible for any injury sustained from the owner regarding the device.
8. To obtain permission to use the scooter, store it in the unit, and access the building, the Tenant shall initially fill out the Appendix A - Motorized Vehicle Registration Form and provide a copy of the adequate insurance coverage for the scooter.
9. Where written permission is granted, (appendix B) the resident must agree to and comply with all conditions concerning the storage and usage of the device. The Housing Services reserve the right to withdraw permission at any time should the conditions of the permission be broken. Failure to comply will result in a breach of tenancy, and the Tenant will be asked to remove the scooter from the unit/building.
10. It is the Tenant's responsibility to request permission from the Engineering and Building Services before entering the building elevator. Granting permission will depend on the maximum capacity of weightlifting and the size of the scooter.
11. Scooter owners should take all possible measures to reduce the damage caused by their scooter in the winter or spring season (e.g., wipe the wheels before entering the building, remove the accumulation of snow).

Questions

If you have questions about this document, please contact your Housing Services Manager at the United Counties of Prescott and Russell.

APPROVED BY: Original copy signed by Sylvie Millette

DATE: _____



Appendix A

MOTORIZED VEHICLE REGISTRATION FORM

Tenant's Name: _____

Address: _____ Phone No: _____

I hereby request permission to keep at the above premises a motorized vehicle (scooter, wheelchair, etc.), as described below, in accordance with the policy SL-010 for scooters.

Description: _____

Weight: _____ Dimension: _____

Insurance Company and Policy: _____

It is hereby understood by both the Tenant/s and Housing Services that the Tenant/s named below may store the described motorized vehicle in their apartment, providing that the ownership rules listed herein are followed:

1. The Tenant complies with all relevant regulations and means of egress pertaining to vehicle.
2. The Tenant shall keep hallways and exits unobstructed by their vehicle.
3. The Tenant complies with the building and unit fire safety plan.
4. The Tenant abides by the responsibilities stated on this form, including the purchase of proper insurance coverage.

I acknowledge receipt of the following page of information:

Tenant Signature

Tenant Signature

Date

Housing Services

Electric Vehicle Owner Responsibilities

- As Landlord, and in a reasonable manner, it is the Housing Services' responsibility to maintain a safe and secure environment for their Tenants. Motorized scooters, wheelchairs, bicycles, and similar devices present a unique hazard to individuals riding the vehicles and to pedestrians using the sidewalks and hallways.
- Anyone using these devices on the Housing Services property shall give right of way to any pedestrian and those with disabilities and shall travel at a reasonable, safe, and prudent speed. Operators of such devices assume all liability associated with such devices, such as damages to properties or persons.
- All new Tenants signing a lease will be required to complete and sign a *Motorized Vehicle Registration Form*.
- You are responsible for additional wear and tear or damage to Housing Services property. Precautions must be taken to ensure damage is not caused to doors, doorframes, walls, etc. to avoid maintenance charges to your account.
- Storage of such devices is limited to the Tenant's parking space or, when possible, the Tenant's apartment. Tenants should therefore determine the amount of space available in their apartment when considering the purchase of a motorized scooter.
- Apartments must be kept free of clutter so as not to obstruct the mobility of the Tenant/s or guests due to the storage of a scooter.
- Tenants with scooters should be advised that infractions of non-compliance could result in not being allowed to have a scooter on the leased premises or a possible eviction.

Note: Motorized scooters shall not be kept on the property without proper authorization by Housing Services

When you live in a multi-unit dwelling, your actions may have an impact on all of the other occupants of the building. Following good safety practices will help keep everyone safe from harm.

Prescott and Russell Housing Services



Appendix B

DATE

ADRESSE
ADRESSE
ADRESSE

Re: Permission granted

Sir, Madam:

We wish to inform you that we received all your documents regarding your permission request to have a scooter. You are now in compliance with the SL-010 policy on scooters.

To maintain your compliance, please be sure to renew your insurance policy annually and provide us with a proof of it.

We thank you for your cooperation.

Virginie Viau
Community Relations Agent
Housing Services