
EMPLOYEE USE OF SCHOOL DISTRICT FACILITIES, VEHICLES AND EQUIPMENT

- POLICY

The personal use of school district facilities, vehicles or equipment by employees is not permitted unless prior authorization, in accordance with the regulations, is obtained.

- REGULATION -

1.0 FACILITIES

Employees may be permitted to use school district facilities for personal use by making application to the Community Use Facilitator under policy 6-50 - Community Use of School Facilities. All such applications must be approved by the principal or site manager.

2. VEHICLES

- 2.1 All school district vehicles are to be locked and parked at a designated secure location at the end of each work day.
- 2.2 All school district vehicles are to be clearly marked on each side with "School District No. 85" and with an identification number.
- 2.3 Employees are expected to operate school district vehicles in an economical, safe and courteous manner.
- 2.4 Subject to the approval of the Manager of Operations and Maintenance, employees may be permitted to use school district buses to undertake an approved driver training program or to take driving tests.
- 2.5 Personal use of school district vehicles is not permitted.

3.0 EQUIPMENT

- 3.1 The Board does not support the general use of school district equipment for employee personal use except, upon request, in educational or exceptional circumstances subject to the following:

- 3.1.1 authorization of the employee's supervisor, principal or appropriate manager must be obtained on the "Employee Equipment Loan Agreement" form;
 - 3.1.2 the supervisor, principal or appropriate manager will keep a record of all off-site use of school district equipment, including serial numbers;
 - 3.1.3 an employee will be held responsible for the cost of repair or replacement if school district equipment is lost or damaged;
 - 3.1.4 school district equipment utilized under this policy should be returned and/or properly reinstalled well before the resumption of the school or work day;
 - 3.1.5 school district equipment utilized under this policy will not be used for personal income or profit; and
 - 3.1.6 a requirement to return school district equipment immediately without notice may be given at any time.
- 3.2 The supervisor, principal or appropriate manager may deny future requests to use equipment for any reason, including requests from employees who do not adhere to these regulations.



SCHOOL DISTRICT #85
EMPLOYEE EQUIPMENT LEASE/LOAN AGREEMENT

REQUEST

I, _____ am requesting to borrow the
(Employee Name - Please Print)

following equipment from School District #85. I agree to pay for any repairs or replacement of this equipment by lump-sum payment or equal payroll deduction payments should this equipment be damaged or lost while signed out to me.

Type of Equipment: _____

Serial Number: _____

Date Out: _____ Date to be Returned: _____

Equipment to be used for: School District Business [] or Other/Personal Use []

Rental Fee (If Applicable): \$ _____ per _____
(To be determined by School District)

_____ Phone: _____
(Employee Signature)

APPROVAL:

(Principal/Manager Signature)

(Date)

RETURN and INSPECTION

The equipment was inspected upon return and found to be in good working condition:

(Principal/Manager Signature)

(Date)

Principal - Please forward a copy of this form with your month-end report to the attention of the Secretary-Treasurer.