

EQUIPMENT AND
SUPPLIES
MANAGEMENT:
AUTHORIZED USES OF
EQUIPMENT AND
SUPPLIES

CMB (R)

PUBLIC USE

School furniture, equipment and supplies shall not be available for use, rent, or loan outside of school facilities without written permission from the Superintendent, other than for school-sponsored activities and events, or by other governmental agencies and agencies in charge of crises during time of disaster.

Whenever school equipment is needed by outside groups for use on school premises, it must be checked out through the school employee responsible for the equipment and must be operated by a person authorized by the school.

The borrower shall be responsible for the working condition and return of all such equipment. Failure to return equipment in proper working condition will result in a charge for repairs to the borrower. The campus principal or building administrator will have the responsibility for being sure equipment is returned in proper working condition.

USE BY SCHOOL
PERSONNEL

School personnel shall not be allowed to take furniture home with them for personal use.

If school personnel need to use school equipment to perform work at home or away from district property then such equipment may be checked out by the supervisor/principal using the "Custody Receipt Form" available on the forms page on the intranet. The supervisor/principal will be responsible for properly administering this regulation.

All personnel shall complete the [Custody Receipt Form](#) prior to borrowing District equipment. The original form shall be kept on file in the principal's or supervisor's office.

If the employee fails to act “in good faith” to secure district equipment, the employee shall be responsible for the repair or market value cost for any items that are lost, stolen, damaged, or missing while the items were under their care, custody, and control while away from school district facilities or functions. The principal or supervisor shall report such loss in accordance with Regulation CLD (R). An administrative error of not having a signed custody receipt available does not negate an employee's responsibility to reimburse the district for a loss.

PERSONAL USE OF EQUIPMENT

Employees are permitted to avail themselves of district equipment assigned to them for personal use.

“GOOD FAITH” DEFINED

“Good faith” includes acting reasonably under the circumstances, being faithful to ones obligation to care for district property and honesty of intention. To act in good faith, one must not have knowledge of circumstances which ought to put the employee on notice that the equipment is not secure. Examples of a failure to act in good faith include, but are not limited to, the following:

- Leaving district property in the passenger compartment of a locked vehicle where the district property may be visible to passers-by or leaving any property anywhere in an unlocked vehicle;
- Leaving district property in a vehicle overnight.
- Leaving district property in the dwelling of the employee while failing to secure that dwelling;
- Leaving property in the dwelling or other building of another unsupervised by the employee;
- Lending district property to another person or allowing another person to use same without the employee's direct supervision;

- Allowing the district property to be exposed to the elements (precipitation, heat, fire, humidity, abnormal temperature changes, liquid foods and semi-liquid food products);
- Improper storage of property (such as to damage or lose control of peripheral parts, back-up disks, or instruction booklets);
- Leaving district property unsupervised or exposed in the presence of domesticated animals; and/or
- Any other acts or omissions that the Board finds do not constitute good faith.

MYSTERIOUS DISAPPEARANCE Situations where items are found to be missing as a result of mysterious disappearance or misplacement do not demonstrate securing equipment in good faith.

BURGLARY OF EQUIPMENT A police report listing a burglary must specifically identify that forced entry into the locked trunk of a vehicle, locked dwelling, or locked building was involved in order to verify security was breached.

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