

Authorized Use of District Equipment and Materials

Staff Use of Equipment

Care and use of all equipment at a site is the responsibility of the supervisor or designee. He/She may assign further responsibility to individual staff members for particular pieces of equipment.

On-Premise Use

Equipment is to be used for its intended purpose, whether for the education of the students or the business services of the district. No equipment is to be used for the personal monetary benefit of any staff member.

Equipment may be designated to the use of a particular staff member but that individual has no right of control over that equipment other than that granted by his/her supervisor.

Equipment may be used beyond the scope of the work day if it is being used according to the stipulation of this administrative regulation and consistent with ORS Chapter 244.

Off-Premise Use

Generally, equipment is not to be removed from school premises. There are several exceptions, however, that might apply.

1. Equipment is removed for the purpose of repair.
2. A staff member is directed by the supervisor or designee to use a piece of equipment off the premises for the requirement of the district.
3. A staff member requests use of a piece of equipment to work on a district need.
 - a. The staff member must have the permission of the supervisor or designee.
 - b. The staff member assumes full responsibility for the safety and integrity of the equipment. An Equipment Use Form #1044 must be completed and signed before the equipment is checked out.
 - c. The equipment must be returned in accordance with Form #1044.