

Maintenance and Control of Materials

District administrators will be responsible for district materials housed within their individual buildings and/or areas.

Employees will exercise continuous and vigilant care of all district-owned equipment. If apparent negligence is associated with the loss of, or damage to, equipment, the employee will be held responsible and the Board may order appropriate reimbursement in addition to disciplinary action.

Vehicles, musical instruments, computer equipment, video equipment and tools are priority items for theft and damage. These items may require specific loan procedures. Such equipment, other than vehicles, will have a non-removable inventory number and all such numbers will be properly recorded.

The superintendent is authorized to develop appropriate regulations regarding the care and use of all district owned material and equipment, including portions of a facility such as art room, labs, shops and athletic facilities.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

DID - Properties Inventories