

NORTHERN LEBANON SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: LENDING OF SCHOOL OWNED
EQUIPMENT

ADOPTED: May 12, 1987

REVISED:

<p>1. Purpose SC 801</p> <p>2. Authority</p>	<p style="text-align: center;">708. LENDING OF SCHOOL OWNED EQUIPMENT</p> <p>Under usual circumstances, items of district-owned equipment shall not be loaned for nonschool use off school property. Limited exceptions to this general rule are noted below.</p> <p>Use of specific items of equipment may be granted on the written request of the intended user and approval by the Superintendent or designee and only when such equipment is not reasonably obtainable elsewhere.</p> <p>The user of district owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.</p> <p>When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the district and shall pay such costs as have been set for said hire.</p> <p><u>USE OF DISTRICT EQUIPMENT</u></p> <p>There are occasions when district-owned equipment may be used for personal use. This is a benefit the district can provide to employees only if the day today operation of our buildings are not interfered with or interrupted. To insure that the loaning of equipment does not adversely affect functions, the following guidelines have been established.</p> <ol style="list-style-type: none"> 1. No district equipment may be borrowed and used for personal gain. It would be improper for a district employee to borrow an extension ladder to perform a painting job for which he will be paid. Borrowing an extension ladder to paint your own home, however, would be acceptable. 2. The district cannot be responsible for any damages resulting from use of the district equipment off of district property or during other than working hours. If you borrow an extension ladder and break a window as you set it up, the district cannot be responsible.
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	<ol style="list-style-type: none"><li data-bbox="440 289 1563 430">3. The head custodian in each building will monitor the loaning of all custodial equipment in his building through use of a sign out sheet. Items borrowed from the maintenance building must be cleared through the Supervisor of Buildings and Grounds.<li data-bbox="440 474 1563 583">4. The individual who borrows district equipment must understand that cost for repairs required for damage to the equipment due to neglect, misuse or abuse will become his responsibility.<li data-bbox="440 627 1563 768">5. District vehicles are to be used for authorized district business only. Use of passenger vehicles will be used per the guidelines established by the Director of Transportation; maintenance vehicle use will following the guidelines established by the Supervisor of Buildings and Grounds.
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