

AUTHORIZED USE OF DIVISION OWNED CAPITAL EQUIPMENT

Background

Capital equipment is not intended for the personal use of staff, or trustees, unless authorized by the appropriate supervisor. The Director of Facilities is responsible for the administration of this administrative procedure.

Procedures

- 1.1 Capital equipment – tools, furniture, cameras, trailers, etc. owned by the Division shall be used for activities and projects related to the Division's needs. Capital equipment used for non-Division needs must first be approved by the immediate supervisor, such as the Board Chairperson, Superintendent or designate, Director of Facilities, or Principal as appropriate.
- 1.2 Capital equipment lent out must be signed out and checked in by the supervisor that authorized its use.
- 1.3 Charges for repairs or replacement of capital equipment damaged or lost while on loan shall be assessed to the user.

Reference: Section 60, 61, School Act

Approved December 12, 2007