



## Procedure 124

### Staff Use of Divisional Equipment

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#### Background

Equipment and material purchased with divisional funds is to be used to enhance student access to educational and recreational opportunities.

#### Procedures

1. Employee use of division owned equipment is limited to the performance of their duties as employees of the division, subject only to the limited exception set out in these procedures.
2. Only those staff members who are trained and authorized in writing, by the superintendent, shall utilize division owned equipment.
3. For the purpose of this administrative procedure, a trained individual is one who has passed the industry recognized training course or, at minimum, has been in-serviced by the supplier or the supplier's representative regarding the proper use of the equipment. Such individuals must provide written proof of the training or in-servicing, and that written proof will be retained on his/her personnel file.
4. Trained individuals who have approved access to division owned equipment are responsible for ensuring that the equipment is operational at all times and is not, at any time, accessible to untrained or unauthorized individuals.
5. All accidents, no matter how minor, must be reported to the superintendent, whether the division owned equipment is being used for school division activities or for personal use.



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6. Employees who have been authorized to use division owned equipment, may in the following limited circumstances, obtain permission to use the equipment for personal use. Written approval from the superintendent is required before any equipment is used for personal purposes, and the request for this approval must be submitted in writing. The written request shall indicate:
  - 6.1 The proposed use of the equipment.
  - 6.2 The intended duration of the use.
  - 6.3 The location at which the equipment will be used.
  - 6.4 Whether the authorized employee will be the only person utilizing the equipment, and if not, who else will be utilizing the equipment.
  - 6.5 Documentation indicating: i) that the person seeking to use the equipment has insurance coverage equal to the coverage held by the division, ii) a signed indemnity form in favour of the division.
7. If permission is granted, the employee will be fully responsible for any damages caused by, or to such equipment, or any loss while the equipment was in the employee's possession for personal use.
8. Prior to the employee taking possession of division owned equipment for personal use, the employee and an individual named by the superintendent must complete an inspection of the equipment. This inspection will result in a written document which sets out any existing damage to the equipment, and must also include a statement that the equipment is in good operating condition. This inspection document must be signed by the two employees who carry out the inspection. Upon the return of equipment a similar inspection will be carried out and written documentation will confirm the equipment's status. If the equipment needs to be repaired, an estimate of the repair cost will be obtained and the employee will agree to reimburse the division the associated costs.
9. The approval from the superintendent must also indicate the applicable rent that will be charged based on industry standard.



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10. Contravention of this policy will be dealt with under provisions for staff suspension, termination and appeal.