

**Burlington School District Policy
E 16: EQUIPMENT - AUTHORIZED USE**

Former Policy EDC

General: The use of any and all school equipment by School Personnel, including vehicles, shall be with the proper authorization from the Superintendent of Schools. Authorization for the use of school equipment during working hours, for school business and operations shall be delegated by the Superintendent to the appropriate supervisor/administrator.

School Vehicles: School vehicles shall be used exclusively by authorized school personnel for school business.

Vehicles assigned to specific school personnel shall be used only by that person. Use shall be confined to school business. Those who are assigned vehicles and who are on 24-hour call must confine the use of such vehicles to commuting to and from work and/or to and from other school district obligations.

Non-School Use: The use of all school equipment for non-school purposes shall require authorization from the Superintendent and or his/her designee.

All equipment used for non-school purposes shall be returned in the same condition as when it was borrowed. Any damage to equipment/property used for non-school use shall be the responsibility of the borrower.

August 6, 1992	Policy reviewed
July 16, 1996	Policy reviewed
September 10, 1999	Policy reviewed