



## **KENORA CATHOLIC DISTRICT SCHOOL BOARD**

### **500 Business Administration Procedures**

#### **AP 507: Board Equipment**

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To efficiently and effectively carry on the business of the Board (specifically in the operations and maintenance departments and in the school system for educationally-related activities), the board purchases, operates and maintains board equipment. To ensure that all system facilities are serviced in an expedient and safe manner, the Director of Education has developed the following procedure regarding equipment of the Board.

#### **1. Equipment**

The board's equipment shall be used to provide necessary services to the system for educationally-related activities, unless otherwise authorized by the Director of Education.

#### **2. Responsibility**

##### **2.1 Director of Education**

The Director of Education will delegate the responsibility of receiving requests, consulting and monitoring the use of board equipment.

##### **2.2 Director of Education's designate**

2.2.1 Requests and agreements for the use of system equipment for outside activities by groups or individuals must be made to the director's designate.

2.2.2 Prior to approval, the director's designate will consult with the principal, manager, supervisor and/or technician, as appropriate.

#### **3. Borrower**

3.1 The borrower shall sign an appropriate permit. A copy of each permit will be kept at the Catholic Education Centre.

3.2 The borrower shall assume full responsibility for transportation, maintenance, care and return, and loss or damage of equipment.

**3.3** The borrower shall permit the equipment to be operated by qualified persons only.

Legal References:

Education Act S. 286(j) Duties of supervisory officers to supervise buildings and property

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