

Section: 7000 - School, Parent and Community Relations

Title : Use of Equipment

Number: 7420

Status: Active

Adopted: August, 2013

USE OF EQUIPMENT

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Supervisors or appropriate department personnel should be notified if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.