



PROCEDURE

FA-006

EMPLOYEE USE OF BOARD-OWNED PROPERTY AND EQUIPMENT

Superintendent Responsible: Superintendent of Business & Treasurer	Initial Effective Date: 2014/10/20
Last Updated: 2022/06/13	Next Review Date: 2025/05/09

Purpose:

Grand Erie District School Board (Grand Erie) permits the use of board-owned property and equipment for non-board activities. Employees must consider the consequences of personal safety as well as the protection of publicly funded items.

Guiding Principles:

1.0 General Usage by Employees

The personal use of some items by employees may be permitted as long as there is no consumption of school system supplies and/or materials and if there is no additional cost to the school system. These items may not be used for personal gain, for more than incidental personal use, for private business, for product advertisement, political lobbying, or activities contrary to the law. Incidental is defined as not more than three times per piece of equipment in five years. Use of any equipment will be denied if the use negatively affects the normal operation of the school.

NOTE: the above does not apply to personal electronic devices issued to the employee (i.e., laptop, tablet, notebook, cell phone etc.)

2.0 Vehicles and Motorized Non-Licensed Vehicles

Private use by employees or public use by community members is strictly prohibited for all board-owned vehicles including motorized non-licensed vehicles (e.g., riding grass cutters, snow clearing machinery, etc.)

3.0 Facility Services and School Shop Machinery, Tools and Equipment

3.1 The personal use of shop or custodial machinery, tools and equipment, whether belonging to Facility Services Department or to a classroom, is not permitted by employees, students or community members.

3.2 In certain circumstances, however, employees who are trained and licensed in the use of shop equipment for their daily job and, who have demonstrated proficiency in the safe operation of the equipment through their daily job, may be permitted access for personal use with authorization from their supervisor, using the form attached.

3.3 Portable Power and Hand Tools, ladders and scaffolding are not to be removed from board property.

4.0 Audio/Video & Information Technology System Equipment

Employees may request personal use of this equipment, using the form attached.

5.0 Replacement and Repair

All equipment permitted for use is provided in "as is" condition and those using it will be required to replace any lost or stolen equipment with something of equal or greater value or will be required to pay for repairs. Obvious defects or marks on equipment

should be noted at the time of loan and recorded on the application form. The site supervisor will determine appropriate repair or replacement standards for damaged items. The site supervisor will determine appropriate replacement standards for items that have been lost.

Reference(s):

- Community Use of Schools Policy (FA-04)
- Community Use of Schools Procedure (FA-004)
- [Education Act, R.S.O. 1990, CHAPTER E.2.](#)
- [Occupational Health and Safety Act, R.S.O. 1990, c. O.1](#)
- [Occupational Health and Safety Act, R.R.O. 1990, Regulation 851 Industrial Establishments](#)
- *Repair Property R.S.O. 1990, C. E.2, S. 170 (1), Par. 8.*



Employee Use of Board – Owned Property & Equipment

APPLICATION FORM

Location of Property/Equipment	
School/Site	
Principal/Site Supervisor	
Head Custodian (if applicable)	

Employee and Equipment Information			
Name		Contact Number (W)	
Occupation		Usual Work Location	
Machinery or Equipment Requested		# of years' experience	
Make/Model/Serial # if app.			
Date(s) access required (attached list if necessary)			
Notable marks or damage			

I agree and fully indemnify and save harmless, the Grand Erie District School Board management, staff, students and agents from and against any and all losses, claims, actions, damages, liabilities and expenses (including legal fees) in connection with personal injury, loss of life, or damage to property as the result or arising from or out of my personal use of property and/or equipment as described herein.

I understand that Grand Erie Procedure Employee Use of Board Owned Property & Equipment (FT114) is attached and forms part of this request and all aspects of this procedure and any other relevant policy or procedure must be complied with. I agree to replace any lost or stolen equipment with something of equal or better value or will be required to pay for repairs.

I also understand that all machinery and equipment is provided in “as is” condition and there are no express or implied warranties with respect to the capabilities or performance that can be expected from my use of such machinery or equipment and further that all relevant health and safety regulations governing the use of specific machinery must be adhered to.

I will inform the school or facility staff of my arrival and departure time through written log and I will report any concerns or damage or malfunction of the equipment or property to the Principal or site supervisor at the first possible opportunity.

DATED AT: _____, ONTARIO, THIS _____ DAY OF _____, 20____

SUPERVISOR

SIGNATURE OF APPLICANT

Completed forms will be retained in the school or department office of the supervisor until the end of the school year. Where equipment is lost, stolen or damaged while in the care of the applicant, the completed form will be retained until satisfactory replacement or repair has been made and all appropriate costs recovered.

Acknowledgment of Return of Borrowed Equipment in Satisfactory Condition:

DATED AT: _____, ONTARIO, THIS _____ DAY OF _____, 20____

SUPERVISOR

SIGNATURE OF APPLICANT

Filed: originating site

Retention: S/O (S/O = superseded previous or destroy when employee leaves)