

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

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| <b>Date Submitted:</b><br>March 17, 2009<br><b>Date Reviewed:</b> | <b>Number:</b><br>700-32   |
| <b>Subject:</b><br>Use of School<br>System Property               | <b>Date Approved:</b><br>May 26, 2009<br><br><b>Date Revised</b><br><br><b>Effective Date:</b><br>May 26, 2009 |

## 1. PURPOSE

The purpose of the policy is to establish proper use of school system equipment.

## 2. EXPLANATION

- A. The intent of this policy is to ensure that all property maintained by Somerset County Public Schools is kept in the best possible working condition and to ensure proper utilization. Property shall be defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of the Somerset County Public Schools or any person acting as its agent.
- B. It is the responsibility of each employee to maintain his work environment in an orderly fashion and follow all agency guidelines to ensure its proper use and maintenance.
- C. Should any employee have knowledge of any misuse, he must notify his supervisor immediately.
- D. Any employee found to neglect or misuse agency property could be sanctioned under the disciplinary policy 700-27 and 700-28.
- E. Unauthorized use of Somerset County Public School's property is grounds for disciplinary action.