

**Policy**

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EQUIPMENT

The Superintendent of Schools shall monitor continuously the program and equipment needs of the district and the individual programs and facilities. The Superintendent of Schools shall devise appropriate instruments and or procedures to identify and prioritize these needs, and report them to the board as necessary but not less than annually before the budget if finalized.

Equipment purchased by the board of education is intended for support of the educational program.

The Superintendent of Schools shall oversee the maintenance of all district educational and non-educational equipment in safe working condition. No employee or pupil shall use equipment found unsafe. Equipment use during school hours shall be properly supervised by appropriate teaching staff.

Specific items of equipment may be loaned or rented for community use after a written request is made to and approval granted by the Superintendent of Schools. The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use. He/she shall be responsible for its safe return.

When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the district and shall pay such costs as have been set for his/her hire.

The board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment.

School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. Approval of the Business Administrator/Board Secretary is required for such removal.

Removal of school equipment from school property for personal use is prohibited.

The Business Administrator/Board Secretary shall establish appropriate procedures for requesting, purchasing, receiving, distributing and accounting for equipment and other materials needed by the schools and offices of the district. Appropriate records and reports shall be kept in accordance with the accounting policies and procedures established by the board.

Adopted: 1994  
NJSBA Review/Update: November 2008  
Readopted: March 2009

Key Words

Loaning District Equipment

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:26-12.2 Policies and procedures for school facility operation

EQUIPMENT (continued)

**Possible**

<b><u>Cross References:</u></b>	*1330	Use of school facilities
	*1410	Local units
	*3250	Income from fees, fines, charges
	*3510	Operation and maintenance of plant
	*3516	Safety
	3530	Insurance management
	4143	Extra pay for extra work
	*4147	Employee safety
	4243	Overtime pay
	*4247	Employee safety
	*5142	Pupil safety

\*Indicates policy is included in the Critical Policy Reference Manual.