
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1200**

POLICY NO: **1220**

ISSUE DATE: 24/05/10

TITLE: **STAFF EMPLOYMENT POLICIES**

ISSUE NO: 1

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Staff Use of School Equipment and Property for their Own Use

RATIONALE:

To identify the equipment and property that can be borrowed for personal use by staff of the college and the guidelines for requesting such use.

DEFINITION:

- Equipment refers to any item owned by the school.
- Property refers to any building on the school site, and includes the grounds.
- Staff refers to anyone employed directly by the school
- Use refers to operating or using an item for its intended purpose for personal use whether on-site or off-site.

The following items cannot be used by staff for their personal use under any circumstances.

- Motor vehicles owned by the school, excluding the school trailer (see below)
- “Ride-on” machinery such as the tractor and “ride-on” mowers.
- Any consumable material or product such as wood, metal products, paper, chemicals, cleaning agents etc, excluding fuel (the latter which must be paid for or replaced)
- Any item with a value of over \$1,000 (unless special permission has been sought, see below).
- Any item hired or leased by the school

For items not identified above the following procedures apply:

- The person who usually uses and/or is in charge of the item agrees to it being borrowed. This person must consult their manager for final permission.
- The request must be made to the person who usually uses and/or is in charge of the item at least 48 hours in advance.
- The item is not due to be used by the school during the time of borrowing
- The maximum period for lending is 48 hours. (Over a weekend the item is to be returned before 8.00 am Monday).

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- The borrower is fully responsible for any damage and is liable for a full replacement if circumstances arise where this is necessary
- The school is not responsible for ensuring the item is in working order nor is it responsible for its safe operation when in the possession of the borrower or the borrower must ensure they are covered by insurance.
- Note: the trailer can only be borrowed by those holding a current drivers licence and with third party insurance
- An item can only be borrowed occasionally, not regularly or periodically.
- Management have the right at all times to refuse the borrowing of any item.