

**Code: GBB15**  
**Adopted: 01/10**

**GBB15. Use of District Property and Premises (Revised 1/10)**

Employees will use the District's property and equipment including, but not limited to, monies and funds, communication equipment, vehicles, tools, equipment, and facilities only for work-related purposes as directed or approved by management. When using District property and equipment, all employees are expected to exercise care, perform required maintenance, and follow all operating instructions, as well as comply with safety standards and guidelines. Employees will not misuse, destroy, or otherwise use in an improper or unsafe manner any property of the District. Employees are prohibited from making unauthorized copies, any other unauthorized use of, or allowing or facilitating the unauthorized possession by others of District keys or other access devices. Employees are prohibited from transporting family members in the District's vehicles unless specifically authorized to do so by their supervisor, or unless their children are participating in the activity for which transportation is being provided.

The District may authorize the examination of lockers, desks, vehicles, and all other property and spaces owned or controlled by the District to check for the presence of any unauthorized material, weapons of any type, or controlled substances including, but not limited to, alcohol and illegal drugs. Prior notice to employees that District-owned property or space is to be searched is not required. A search may be conducted either in or outside the employee's presence.

NO ADMINISTRATIVE REGULATION