

San Bernardino County Superintendent of Schools Policy 3512

Use of Equipment Off Premises

San Bernardino County Superintendent of Schools (SBCSS) equipment items may be checked out by staff members for use in performing duties or services in support of school districts or SBCSS business. Permission must be obtained from the branch or department head from which the equipment is borrowed, and an accurate record of such use shall be documented by that department. In all cases, the staff member is responsible for proper care and return of the equipment.

Equipment (on or off premises) is for business use only unless prior approval is obtained from the San Bernardino County Superintendent of Schools or designee. If equipment is damaged, stolen or lost while being used for non-business purposes, SBCSS may seek restitution or subrogate against the employee's personal insurance.

Approved: August 24, 1993

Revised: March 5, 2002

Revised: December 17, 2024