

# Culver School District 4J

**Code:** EDC/KGF  
Adopted: 02/03/04  
Readopted: 04/18/06

## Authorized Use of District Equipment and Materials

The Board believes that although district equipment is purchased by taxpayers, equipment is primarily purchased to provide for and/or enhance students' educational programs. It is the Board's responsibility to protect and maintain this equipment. The Board is also responsible for establishing guidelines concerning equipment that may be used by the public and conditions under which it can be used. Equipment will be available to the district's community members and only after prior approval and as authorized by the Board or Superintendent. District employees and authorized use shall be consistent with ORS Chapter 244.

In all cases of public use, equipment shall not be used for private financial gain. An equipment use form must be submitted and approved, and all conditions outlines on the attached district equipment list must be adhered to. There are no equipment use fees. In the event of 'excessive damage,' a fee will be determined according to the repair or replacement costs. Transportation of borrowed equipment will be the user's responsibility.

### Authorization to Operate District Tractor

The safe operation of tractors owned or leased by the district requires:

1. Prior permission to use the tractor must be obtained from the maintenance supervisor or Superintendent.
2. Any person that is to drive the tractor must have received required safety ski9lls training.
3. Any student wishing to drive the tractor must be checked out by the Voc-Ag Instructor before they use the equipment.
4. The tractor and accessories are to be returned to the proper place of storage in the same condition as found.

END OF POLICY

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#### Legal Reference(s):

[ORS Chapter 244](#)  
[ORS 332.107](#)

[OAR 584-020-0040](#)

Or. Gov't Standards and Practices Comm'n, Or. Gov't Standards and Practices Laws, A Guide for Public Officials (2003).

#### Cross Reference(s):

KG – Community Use of District Facilities