



Policy: GBMA
Subject: Personal Property (mechanics)

Policy:

The Red River Valley School Division Board of Trustees acknowledges the need for Mechanics to supply personal tools/equipment during the course of business and understands the need for those tools/equipment to be safe and secure.

Protocol:

Bus Garage personnel providing personal tools/equipment required for the execution or facilitation of their duties must provide prior notification to the Transportation Supervisor in order for those tools/equipment to be covered by the school division in the event of loss.

Procedure:

Bus Garages must forward an accurate list to the Transportation Supervisor and Secretary-Treasurer of all personal tools/equipment, which may include such details as:

- Date item was brought to work for use
- Description of item
- Make, model and year as applicable
- Photograph of item
- Any other pertinent information