

It is against district policy for any school employee to loan district equipment to individuals or organizations unless the loan is a condition of the rental of a school facility.

Nothing in this policy prevents the district from loaning equipment to other taxing units or other agencies in emergency situations.

The board of trustees reserves the right to waive the above policy based on the merit of the request for use of the equipment.

### **Preston School District Bus Rental Policy**

The transportation to and from school and school-sponsored events is the purpose of using school district transportation. All non-related school requests for use of district transportation must be approved by the School Board and fall within the given guidelines.

- ó Request must outline use, duration, date must be submitted in writing to the School Board at least three weeks prior to date needed.
- ó Use will only be granted to civic and/or community groups.
- ó There will be no rental of buses for private or family use.
- ó Rate of use will be based on current rate per mile as determined by the state.
- ó Requests will be granted on availability of buses and drivers.

### **Administrative Use of District Cell Phones**

The district provides cell phones for its administrative and maintenance staffs. Since the cell phones are district-owned, they can not be used for personal use. The user will be responsible for reimbursement for personal use.



### **LEGAL REFERENCE:**

Idaho Code Sections

33-506

33-601

**ADOPTED: June 1, 2007**

**AMENDED:**