

**Red River Valley School Division**  
**ADMINISTRATIVE PROCEDURE E12**  
**PERSONAL PROPERTY (MECHANICS)**

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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.

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.

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:

- Description of item
- Make and model of tools
- Photograph of item
- Any other pertinent information

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|----------------------------------------|------------------------------------------|---------------------|
| <b>Cross Reference:</b>                |                                          |                     |
| <b>Adoption Date: January 14, 2009</b> | <b>Amendment Date: December 12, 2016</b> | <b>Page: 1 of 1</b> |