

## **E-11 USE OF BOARD VEHICLES AND EQUIPMENT**

Board-owned vehicles may not be used for personal purposes. Certain employees may be assigned duties that require them to respond to emergencies or other unusual circumstances and may also be required to take Board-owned vehicles home.

No equipment will be taken from school system premises and used by any employee of the Opelika City Schools for personal use. This does not prohibit the use of such items as computers, audio-visual equipment and other devices used by school system employees away from their normal base and outside normal working hours in the completion of work directly related to the operation of the Opelika City Schools.

This policy does not prohibit the use of certain equipment by local agencies such as the recreation department and certain civic organizations, but any such loan should be approved by the Principal, Assistant Superintendent or the Superintendent.

**ADOPTED: May 11, 2004**

**LEGAL REF: Code of Alabama 16-11-9**