

Policy 3.013.            Use of C.E.S. Equipment, Supplies and Services

C.E.S. vehicles and stationary may be used for C.E.S. business only and should not be used for personal matters. Use of office telephones and equipment is limited to C.E.S. business. However, employees may make personal calls while on duty in cases of emergencies. Employees are expected to call collect or use a credit card.

C.E.S. vehicles are operated by the Transportation Department. Only properly licensed C.E.S. employees may drive a C.E.S. vehicle and must comply with all C.E.S. Transportation Department Rules and Regulations including but not limited to state and federal laws.

As a public school agency, C.E.S. is the recipient of a tax-exempt number. This tax-exempt number is to be used only by authorized personnel for purchasing supplies and materials for C.E.S. Use of the tax-exempt number for personal reasons is illegal.

ADOPTED: December 13, 1990

REVISED: June 1, 2000