

**ANTELOPE VALLEY COLLEGE**  
**Business Services Area**

**LOAN OF EQUIPMENT TO EMPLOYEE FOR COLLEGE USE**

The Antelope Valley Community College District agrees to loan the following listed equipment to be used for College related activities pursuant to Board Policy 6500.

1. Equipment Loaned: \_\_\_\_\_

AVC I.D.# and/or Serial # \_\_\_\_\_

Present location of Equipment (Classroom/Office #) \_\_\_\_\_

Equipment Loaned: \_\_\_\_\_

AVC I.D.# and/or Serial # \_\_\_\_\_

Present location of Equipment (Classroom/Office #) \_\_\_\_\_

Equipment Loaned: \_\_\_\_\_

AVC I.D.# and/or Serial # \_\_\_\_\_

Present location of Equipment (Classroom/Office #) \_\_\_\_\_

2. Location where equipment will be used: \_\_\_\_\_

3. Dates: \_\_\_\_\_ to \_\_\_\_\_

4. Please provide a justification as to why you need the loan of equipment:

\_\_\_\_\_

5. The Antelope Valley Community College District is held harmless from all liability involved in the use of the above equipment.

6. The equipment is to be returned in the same condition as received and the party or parties further agree(s) to pay for any damage or loss incurred through negligence or lack of control for the same and agrees to pay for any corrective action taken to restore or replace the piece(s) of equipment to the original condition upon return. Party or parties will not loan equipment to any person.

7. Party or parties who will be using and responsible for equipment:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_  
Division Dean or Department Director

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Division Vice President

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Vice President, Administrative Services

\_\_\_\_\_  
(date)

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**ANNUAL EQUIPMENT USE DISCLAIMER**

Division or Department Name: \_\_\_\_\_

Division or Department Location: \_\_\_\_\_

To my knowledge, no one in the above named division or department has any college equipment that is off-campus.

**SIGNATURES**

\_\_\_\_\_  
Division Dean or Department Director

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Division Vice-President

\_\_\_\_\_  
(date)

# ANTELOPE VALLEY COLLEGE

## Business Services Area

### ANTELOPE VALLEY COLLEGE BOARD POLICY

#### BP 6500 PROPERTY MANAGEMENT

##### AP 6535      Use of District Equipment

Reference: **Education Code Section 70902**

Each member of the District staff shall be responsible for equipment under his or her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

Equipment shall only be removed from campus with authorization from the Vice President of Administrative Services.

#### *By District Personnel*

Requests from District personnel to borrow equipment from another location within the District must be approved by the supervisor or administrator having immediate jurisdiction over such equipment.

It is not legally permissible to allow employees to use District-owned equipment for private projects which are unrelated to District activities or the instructional program.

Whenever a District employee desires to use District equipment for school related activities at times other than during regular working hours, permission shall be requested from the Vice President, Administrative Services.

##### AP 6530      District Vehicles

Reference: **Title 13, California Code of Regulations, Division 1, Chapter 1**

All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of district-owned or leased vehicles both on and off campus, must have a current license appropriate for the vehicle to be driven.

Any vehicle that carries ten or more persons including the driver is defined in the Vehicle Code as a bus. All operators of buses must have a current Class II license, a current medical certificate and a current First Aid Certificate.

All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol. The CHP is required to inspect the records at least once every 13 months.

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All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The district shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles. [This portion is operative as of January 1, 2005].

Vehicles made available to the District personnel are for use in the conduct and operation of District business.

The Vice President of Administrative Services is responsible for controlling access to and use of all District vehicles.

The name and California driver's license number of any employee to be authorized to drive district vehicles must be submitted to the Director of Maintenance and Operations prior to final granting of authorization. Refer to "Facilities and Campus Development District Transportation Procedure" which can be obtained from the Office of the Vice President of Administrative Services.

### .2 Community Organizations

**NOTE:** Consult AP 6700 for additional information concerning community use of buildings and facilities.

**A loan of District property or equipment to outside organizations or individuals which necessitates removal of such property or equipment from District premises, shall not be permitted.**