

# FORT LA BOSSE SCHOOL DIVISION

TITLE - **INVENTORIES**

POLICY - **DID**

Cross Reference -

Resolution # - 26/18

Legal Reference -

Last Reviewed - 12/02/18

## 1.0 General:

- 1.01 There will be an annual inventory appraisal update of Division owned assets utilizing accounting files and other available resources.
- 1.02 Written amendments to the assets file and a corresponding report will be submitted on an annual basis.
- 1.03 A comprehensive on-site inventory appraisal of Division assets will be conducted at three (3) year intervals.
- 1.04 On or near the last operating day in each school year a comprehensive inventory of Division owned assets held in the bus garage and maintenance shop will be completed.

## 2.00 School Buses:

- 2.01 Each bus driver, upon accepting a bus, must sign an inventory sheet.
- 2.02 The bus inventory sheet will include all tools and bus maintenance items.
- 2.03 Bus drivers will account for any losses of inventoried items during each school term and will report any such losses immediately upon discovery to the Supervisor of Operations or designate.

