

Section Human Resources	Administrative Procedure Number RCJTC AP.05.04
Administrative Procedure Title Key Code Control	
Date September 1, 2010	Revised

1. Keys/codes will be issued to individuals only for areas where a need can be demonstrated.
2. Persons losing keys must notify the General Manager immediately; a report will be filed.
3. Keys will be replaced at a cost to the individual. Costs range from \$15.00 for a single door key up to and including \$100.00 for a grand master.
4. Keys/codes must not be issued or loaned to unauthorized personnel.
5. Any unauthorized key found in the possession of anyone will be confiscated immediately.
6. No key may be duplicated without written authorization of the General Manager.
7. No area will be opened for anyone without proper agreement as to persons entitled to access.
8. Personal locks are prohibited on all doors and will be removed if found. This is to comply with existing fire and safety regulations.
9. Keys/codes issued are the responsibility of the individual to whom issued as well as the area for which issued.
10. All areas of the Transportation Department must be accessible by at least one on-duty member of the Health & Safety Department at all times.
11. Termination/Resignation: Staff members must turn in all Transportation Department keys and Exit Protocol form.

Related RCJTC Policies

P.05.04 *Key Code Control*

Related RCJTC Forms

F.05.04 *Lost Key Report Form*

...Providing safe, efficient, effective transportation to our students