

ADMINISTRATIVE REGULATION

Subject Category: Board & General
Administrative Matters

FACSIMILE MACHINE USAGE

I. PURPOSE

To establish guidelines for the use of AC Transit's FAX equipment.

II. PERSONS AFFECTED

All employees.

III. PROCEDURE:

Fax machines in District facilities are to be used for District business only.

Fax equipment is not to be moved except by the Telecommunications Coordinator or manufacturer's representative.

Any problems with the Fax equipment are to be reported to the Telecommunications Coordinator.

Any document longer than 10 pages should be sent by other means.

Care and caution should be used in handling the Fax machines to avoid monetary charges resulting from abuse of the Fax equipment.

IV. RESPONSIBILITIES

Department Managers are responsible for assuring that employees in their departments are aware of this provision. Additionally, Department Managers are responsible for reviewing summary reports of calls made with the Fax machines in their department and the related expense.
